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ABSTRACT

This second annual plan of Maryland's Department of Employment and Training (DET) outlines goals, objectives, and implementation strategies and highlights programs initiated during its first year of operation. Sections 1, 2, and 3 offer the mission statement, historical overview, and departmental structure. Section 4 outlines DET goals and objectives. Goals, objectives, and implementation strategies that appeared in the 1984 plan are followed by statements of progress. The implementation strategies for new goals and objectives for 1985 include completion dates. Section 5 contains highlights for each DET management unit. Section 6 focuses on the impact that DET local offices and programs have on ecomomic and labor market conditions. Information provided for the 24 political subdivisions, arranged alphabetically, includes each office's location, mailing address, telephone number, and manager; thumbnail sketch of economic and labor market conditions; graphic comparison of unemployment rates during the past two fiscal years; highlights of local office program activity; and fiscal year service totals for the Job Service and Unemployment Insurance programs. The final sections provide Job Training Partnership Act performance and funding information, Job Service program and resource allocation information, and an Unemployment Insurance Administration statistical profile. An appendix summarizes unemployment insurance legislation. (YLB)

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MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

STATE PLAN AND ANNUAL REPORT 1985

CE040658

DEPARTMENT OF EMPLOYMENT AND TRAINING
1100 NORTH EUTAW STREET
BALTIMORE, MARYLAND 21201

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HARRY HUGHES
GOVERNOR
BRENT M. JOHNSON
SECRETARY

January 31, 1985

The Honorable Harry Hughes
Governor of Maryland
State House
Annapolis, Maryland 21404

Dear Governor Hughes:

I am pleased to present the Second Annual Plan of the Department of Employment and Training. This plan outlines goals, objectives, and implementation strategies of the Department. It also highlights programs initiated during the Department's first year of operation.

This plan provides to the Executive and Legislative Branches of State government detailed information regarding the ongoing operation of the State's Unemployment Insurance Program, the Maryland Job Service, the Apprenticeship and Training Council, the Job Training Partnership Act, and the Department's overall employment and training initiatives.

We believe that the Department, over the past year, has enhanced the quality of life of Maryland citizens and has increased the productivity of the Maryland workforce.

Sincerely,

Brent M. Johnson
Secretary

Department of Employment and Training

1985 STATE PLAN

AND

ANNUAL REPORT

Baltimore, Maryland 21201

January 1985

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PREFACE

The Department of Employment and Training's plan serves three basic functions. It integrates distinct employment assistance and training functions, provides a reference source for the administration of the State's resources, and strives to assure that these resources are used to respond to the problems faced by Maryland employers and employees.

Maryland law requires each Department to submit an Annual Report to the Governor and Legislature highlighting initiatives and achievements. In recognition of the need for planning and in an effort to coordinate internal plans developed to meet other State and Federal reporting requirements, the Department has published this plan.

The goals outlined in this plan form the basis for Departmental policy development, and Departmental planning efforts flow directly from the Mission Statement. The Mission Statement is sufficiently specific and substantive to provide direction to the operational units in their inter-departmental and intra-departmental planning and evaluation efforts.

In this plan, the Department of Employment and Training is guided by the following principles:

— The plan represents a Departmental commitment for action.

— The plan represents an integration of budget development, reporting and evaluating processes.

— The plan represents an annual cycle of review, modification, reporting, and evaluation of specific goals, objectives, and strategies for implementation.

The plan serves the general and specific purposes outlined below:

— Describes employment assistance and training programs and initiatives;

— Details Departmental efforts to meet the needs of Maryland employers and employees;

— Serves as a reference source for individuals who require an understanding of Maryland's employment and training system.

The plan consists of seven major sections. They are:

— History and Mission;

— Goals, Objectives, Strategies for Implementation and Progress;

— DET Highlights - 1984;

— Local Employment and Training Facts;

— Job Training Partnership Act Information, Performance and Funding;

— Job Service Program and Resource Allocation;

— Unemployment Insurance Facts.

The plan concludes with an appendix which summarizes Unemployment Insurance legislation approved by the 1984 Session of the General Assembly and lists certain statistical information.

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EQUAL OPPORTUNITY STATEMENT

The Department of Employment and Training is administered in accordance with equal opportunity goals established by both State and Federal laws. All Departmental programs are subject to these laws and regulations. Below are brief summaries of the major laws and regulations that affect the programs of the Department and its subcontractors.

Article 49B Annotated Code of Maryland:

Prohibits employment discrimination on the basis of race, color, sex, national origin, ancestry or religion, age, marital status, or physical or mental handicap.

Governor's Code of Fair Practices (Executive Order 01.01.1976.05):

Prohibits improper discrimination on the basis of race, color, creed, sex, age, national origin, political or religious affiliation, marital status, or physical or mental handicap with respect to State employment and requires the establishment and implementation of affirmative action plans.

Executive Order 11246, as amended by Executive Orders 11375 and 12086:

Prohibits discrimination in employment by Federal contractors and subcontractors on the basis of race, color, religion, sex or national origin and requires covered contractors to practice affirmative action.

Title VI and Title VII of the Civil Rights Act of 1964, as amended:

Prohibits employers from discriminating against individuals on the basis of race, sex, religion, color, or national origin.

The Age Discrimination in Employment Act of 1967 (ADEA), as amended:

Prohibits employers from discriminating against employees and applicants for employment who are between the ages of 40 and 70 because of their age.

The Fair Labor Standards Act (FLSA):

Establishes standards for minimum wages, equal pay, overtime, and child labor. An equal pay standard was added in 1964 as an amendment to the FLSA by way of the Equal Pay Act of 1963.

The Equal Pay Act:

Prohibits sex discrimination in compensation by barring employers from paying any employee "at a rate less than the rate at which he/she pays wages to employees of the opposite sex in such establishment for equal work on jobs the performance of which requires equal skill, effort, and responsibility and which are performed under similar working conditions".

Title IX of the Education Amendments of 1972:

Prohibits discrimination based on sex in educational programs and activities that receive Federal financial assistance.

Vietnam Era Veterans Readjustment Act of 1974:

Obligates employers to rehire employees who leave work for military service and who apply for reinstatement within set time limits.

Age Discrimination Act of 1975:

Prohibits age discrimination in programs receiving Federal financial assistance.

The Rehabilitation Act of 1973, as amended (Sections 503 and 504):

Requires that covered employers provide equal employment opportunities for qualified handicapped individuals.

MISSION

The Department of Employment and Training was created to assist in the development of a well-trained, productive work force which will meet the needs of Maryland's changing economy. This should result in an economically independent work force having a reduced level of dependence on public assistance and income transfer programs.

Maryland's economy has mirrored the sweeping economic changes which have occurred in the nation. The transformation of the national work force has forced all facets of the economy including the employment and training systems to seek new ways of matching workers with jobs and of retraining and more effectively managing the labor force. In Maryland, the mission of the Department of Employment and Training is to analyze the shifting trends of the labor market and to effectively allocate public dollars for the improvement of Maryland's work force.

By consolidating the principal employment and training programs in one department, Maryland is provided with the capability of more effective planning and more efficient allocation of resources in the promotion of employment security for Maryland's citizens. The concept of one individual with one job for life is a concept of the past. Job retraining is becoming a permanent feature of American economic and work life. Established retraining programs must be linked with education and private enterprise.

A key goal of the Department is to provide accessibility to training and education. Maryland's work force must have access to job opportunities and thus to economic self-sufficiency. It is not only the underprivileged who need improved access to job opportunities but also the dislocated worker who has suddenly found himself or herself unemployed. An ongoing concern of the Department of Employment and Training will be to promote the employability of not only the disadvantaged but also the dislocated worker.

By coordinating planning efforts with the Department of Economic and Community Development, the Department of Employment and Training will place greater emphasis on linking training with jobs. Special emphasis will be placed on the development of more effective labor market information. Cooperative development of labor market information should enhance the overall employment of Maryland's citizens. The Department must take a leadership role in highlighting to the public and private sectors that competitiveness, high productivity and innovation will be integral to the long-range economic development of Maryland.

The Department must take a critical look at the operation of Maryland's employment and training services. The Department must examine the responsiveness of its front line employees. Clearly, each employee has to realize that his/her sole function is to assist the citizens of Maryland in receiving legitimate benefits, training opportunities and available jobs in a sensitive and knowledgeable manner.

Many states are struggling to meet the problems involved in the painful transition of past to future technology. While it is not economically possible for Maryland government to guarantee employment to every individual, it is possible for Maryland government to provide each citizen with the opportunity for employment assistance. The integration of Maryland's education system, its economic development system, its employment and training system, and its business and industry is necessary for the successful development of the labor force. Retraining must go hand in hand with job development. As Maryland promotes development of new business and industry, the effectiveness of its work force must be highlighted.

In future years, the Department of Employment and Training will face many challenges. Can the private sector be convinced that investment in human capital will result in corporate profit and economic revitalization? Will high technology create as many jobs as it destroys? Will dislocated workers move from the jobs of the past into the jobs of the future? Will foreign competition and automation generate greater unemployment? As innovative ways of meeting these and other challenges are sought, the Department of Employment and Training will continue to: (1) match skilled, job-ready individuals with available job opportunities through an effective and efficient labor exchange; (2) provide job training opportunities for the disadvantaged and others who need such training to obtain productive employment; (3) give some measure of economic security to the unemployed through the

provision of unemployment insurance benefits; (4) work closely with the private sector to assess its future labor needs; (5) work in conjunction with the Department of Economic and Community Development and the private sector to expand available job opportunities; and (6) develop the State's labor force to meet the changing industrial needs through the effective coordination of employment and training systems with vocational education, higher education, industrial training, and proprietary education.

HISTORICAL OVERVIEW

On April 8, 1983, the General Assembly gave final approval for the establishment of the Department of Employment and Training. On May 10, 1983, Governor Hughes signed into law the Act creating the Department. The Department represents a consolidation of areas formerly under the responsibility of the Department of Human Resources and the Department of Licensing and Regulation.

The Maryland Job Service traces its history back to 1933, when the first public employment offices in Maryland were established as a result of the Wagner-Peyser Act. Under Federal legislation, Job Service offices were established throughout Maryland. The service was originally known as the National Reemployment Program. These offices were established to serve the citizens of the State who were legally qualified to engage in gainful employment, to maintain a foreign placement service, to furnish labor market information, and to maintain a system for the interstate clearance of labor.

The Maryland Unemployment Compensation Law, enacted in December 1936, required the Unemployment Compensation Board to administer the Maryland State Employment Service. In 1937, the National Reemployment Program was transferred to the Maryland State Employment Service. From January 1942 to November 1946, the Employment Service was loaned to the Federal government to expedite the war effort and was administered under the War Manpower Commission. In 1946, the Employment Service was returned to the State.

The history of the Maryland Unemployment Insurance Program, like that of the Job Service, can be traced to the early 1930's. The purpose of unemployment insurance is to provide workers who become unemployed, through no fault of their own, with a weekly income to tide them over during their periods of unemployment. To finance unemployment insurance in the 1930's, a three percent payroll tax was imposed on all employers of eight or more persons engaged in covered employment. Originally, government, domestic, farm workers, and employees of non-profit organizations, were excluded from coverage. The category of covered employment, although still excluding certain categories of workers, has been greatly expanded since and now covers 98 percent of Maryland's work force.

The Maryland Unemployment Insurance Law provides for both labor exchange services and the payment of unemployment benefits under the 1936 enactment. The Act was first administered by two divisions, the Reemployment Service Division and the Unemployment Division, under supervision of the Board of Public Works. In 1937, the Maryland General Assembly transferred the administration to the Unemployment Compensation Board and changed the name of the Reemployment Service Division to the Maryland State Employment Service. In 1947, the name of the agency was changed to the Department of Employment Security, with two divisions: the Division of Unemployment Insurance and the Division of Employment Services. In 1970, the Department of Employment Security was renamed the Employment Security Administration and placed under the Department of Employment and Social Services.

The Unemployment Insurance Program continues today collecting contributions from employers whose employees are covered by the Maryland Unemployment Insurance Law, collecting quarterly wage information on covered employees, determining weekly benefit amounts in accordance with wage information, determining eligibility, issuing benefit checks, reviewing benefit payments, paying benefits to individuals who formerly worked in Maryland but who reside in other states, and assisting other states in the payment of claims to Maryland residents whose claims are against employers in other states, as provided by a reciprocal interstate agreement. The Law provides for an experience rating system under which employers who maintain steady employment are eligible for a reduction in the rate of contributions. All funds collected under the Law are deposited with the Federal Treasury for the credit of the Unemployment Insurance Trust Fund of Maryland and may be used only for the payment of benefits.

The Job Service also continues with the same responsibilities as it did under the Department of Human Resources. The Job Service helps job seeking Maryland residents to find employment with public and private sector employers. The functions under the Job Service include job placement, employment-related counseling,

aptitude testing, referral to supportive services and employer services, which include job analysis, technical assistance, recruitment, and certification of alien workers. The Division also offers services to residents of rural areas, including farm labor recruitment and employment-related services to migrant and seasonal farm workers. Under the new Job Training Partnership Act, greater emphasis is placed on the services offered through the Job Service. The Job Service functions as a Statewide public labor exchange. It also has the responsibility for coordinating planning for and implementation of job development and placement activities at the local level with education and training resources existing in the local Service Delivery Areas. The Job Service, which operates a Statewide Job Bank, also lists job openings available with the private sector in the Washington area as well as in Maryland.

The history of Maryland's Apprenticeship and Training Program can also be traced to the 1930's. The 1937 Congress adopted the National Apprenticeship Act, which is administered through the Bureau of Apprenticeship and Training of the United States Department of Labor. This law was intended to promote apprenticeship and protect the integrity of the apprenticeship system. States were encouraged to pursue similar objectives through state apprenticeship agencies working in cooperation with the Bureau of Apprenticeship and Training. Maryland is one of 32 states and territories which have a federally recognized apprenticeship agency. In states where no agency is maintained, apprenticeship is promoted and regulated exclusively by the Federal government. Established in 1962, the Apprenticeship and Training Council is Maryland's apprenticeship agency. The council includes staff support for the seven (7) member citizen coordination committee in the promotion of apprenticeship, the monitoring of approved programs and the approval of all apprenticeship or on-the-job training programs in Maryland. There are now more than 700 apprenticeship programs within the State and approximately 4,300 individuals registered as apprentices in Maryland and working in approved apprenticeship programs.

The State's newest employment and training program, the Job Training Partnership Act, began operations October 1, 1983. While the Job Training Partnership Act is a totally new piece of Federal legislation, it is actually the most recent successor of a series of Federal employment and training programs, which included the Manpower Development and Training Act of 1962 and the Comprehensive Employment and Training Act (CETA) of 1973.

The Job Training Partnership Act contains several significant differences from its immediate predecessor, the Comprehensive Employment and Training Act. These differences are most evident in the administrative structure and the range of services provided. Under the Comprehensive Employment and Training Act, the Federal government dealt directly with local governments, or groups of local governments, termed "Prime Sponsors". The role of state government was very limited. The state was responsible only for a small Governor's Discretionary Grant and the Statewide Vocational Education Programs, and the state acted as a prime sponsor for those counties which did not qualify as prime sponsors in their own right. The state did not have any jurisdiction over other prime sponsors in the state, and the State Employment and Training Council established under the Comprehensive Employment and Training Act had little authority.

The services provided under the Comprehensive Employment and Training Act included Public Service Employment and work experience, both of which created temporary subsidized jobs. In addition, classroom and on-the-job training, as well as counseling and supportive services were provided. Participants in classroom training were entitled to a living allowance based on the minimum wage for each hour in training.

In 1978, the Comprehensive Employment and Training Act was amended to include, among other changes, the Private Sector Initiatives Program as a demonstration effort. Private Industry Councils were first established as a part of this demonstration program. The Private Industry Councils, which had a majority of private sector members, were given a substantial degree of planning authority over the Private Sector Initiatives Program at the local level and were required to approve all uses of funds received for the program. Although the Private Sector Initiatives Program was a relatively small part of the Comprehensive Employment and Training Act in terms of funding, the Private Industry Council concept had perhaps the greatest impact on the design of the Job Training Partnership Act legislation.

The new Act is predicated on the philosophy that, since the majority of jobs are in the private sector, the

private sector should have a strong voice in the design and delivery of employment and training services. Thus, Private Industry Councils, in conjunction with local elected officials, are responsible for planning and overseeing the operation of all local Job Training Partnership Act programs. This public/private sector partnership is a significant departure from the traditional approach to employment and training which vested responsibility for the program solely with the government.

The administrative structure of the Job Training Partnership Act includes a substantially greater role for state government than the Comprehensive Employment and Training Act. Within the parameters set by the law, the Governor has the authority to designate service delivery areas for the program, establish planning guidelines and criteria for coordinating services, oversee the administration of local programs and set performance standards.

The Governor's Employment and Training Council, established pursuant to the provisions of the Act, is a critical factor to the effective fulfillment of the State's responsibilities. The Council, which is appointed by the Governor, is comprised of private sector leaders as well as representatives of local government, organized labor, community based organizations, the legislature and state government. The principal purpose of the Council is to advise the Governor on the planning and coordination of employment and training services and to oversee the provision of these services at the State and local level. The recommendations developed by the Council are then forwarded to the Governor for his consideration and appropriate implementation. Under the provisions of the Maryland Job Training Partnership Act, which was passed by the General Assembly in the 1983 legislative session, the legislature is provided the opportunity to comment on the Council's recommendations before action is taken by the Governor.

At the local level, the Job Training Partnership Act program is organized into ten service delivery areas which were designated by the Governor. Each service delivery area, which is comprised of a single county or group of counties, has its own Private Industry Council appointed by local elected officials in the area. As previously stated, the Private Industry Council shares the responsibility for program planning and oversight with local elected officials. In each area, the Private Industry Council and local governments have agreed on the appropriate organization to administer the program. In Maryland, these administrative entities include community colleges, local governments, or the council itself where the Private Industry Council is incorporated.

In terms of services, the Job Training Partnership Act emphasizes classroom and on-the-job training. Public service employment is explicitly prohibited, and funds for work experience and payments to participants (such as the CETA living allowances) are severely limited. The major program under the Act is Training Services for the Disadvantaged under Title IIA. Seventy-eight percent of these funds is automatically passed through to local service delivery areas. The remaining funds are retained by the State for administrative costs (five percent), performance incentive awards to local service delivery areas (six percent), training for older workers (three percent), and education coordination and grants (eight percent). The Act also provides for a Summer Youth Employment and Training Program in Title IIB, which was previously provided under the Comprehensive Employment and Training Act. A new program under the Job Training Partnership Act is Title III, Employment and Training Assistance for Dislocated Workers. This program is intended to address the retraining needs of those unemployed due to permanent layoff or plant closings. The Federal law provides for the Dislocated Worker Program to be administered by the State government. In Maryland, consistent with the Maryland Job Training Partnership Act and recommendations from the Governor's Employment and Training Council, 75 percent of the funds is formula allocated to the service delivery areas for ongoing local programs. The remaining 25 percent is retained by the State for Statewide services or emergency situations.

While there have been, and continue to be, other employment and training efforts at the Federal and State level, these four programs, Unemployment Insurance, the Job Service, Apprenticeship and Training, and the Job Training Partnership Act comprise the core of the State's current employment and training system. As is evident from this discussion, employment and training programs have evolved as the needs of the work force have changed. Certainly, these programs will continue to be revised and modified to meet the changing needs of the future.

LEGAL AUTHORITY FOR
DEPARTMENT OF EMPLOYMENT AND TRAINING
Maryland Annotated Code, Article 41

	U. S. Congress	Maryland General Assembly
Job Training Partnership Act	Job Training Partnership Act	Maryland Annotated Code Article 100
Governor's Employment and Training Council	Job Training Partnership Act	Maryland Annotated Code Article 100
Job Service	Title III Social Security Act	Maryland Annotated Code Article 95 A
Maryland Apprenticeship and Training Council		Maryland Annotated Code Article 41
Unemployment Insurance	Title III Social Security Act	Maryland Annotated Code Article 95 A

DEPARTMENTAL STRUCTURE

The Department's primary responsiblity is the coordination of the State's public and private resources in the area of employment and training. Thus, the Secretary acts as the Governor's advisor on all matters relating to the State's employment and training efforts and has the full range of authority over the Department and all of its administrative units. The management units of the Department are:

JOB TRAINING AND PLACEMENT ADMINISTRATION

Job Training and Placement has been established to fulfill the Department of Employment and Training's responsibilities under the Federal Job Training Partnership Act and Wagner-Peyser Act. These laws provide Maryland with Federal funds that are the backbone of the State's employment and training system. The Administration's primary functions are to articulate policy and goals, to coordinate operational activity, and to monitor and evaluate the performance of the State's employment and training network; to plan and operate the statewide labor exchange system (i.e., the matching of qualified applicants with jobs); to promote the approval of job training programs as certified apprenticeship programs; and to ensure the accessibility of these activities to disadvantaged, dislocated, and unemployed members of the State's labor force.

Job Training and Placement has been organized to reflect its dual role of coordination and operations.

1. The Planning and Policy Division ensures effective and efficient employment and training program coordination and monitors and evaluates the system.

2. The Operational Division supervises:

   — The Maryland Job Service, which provides labor exchange services;

   — The Job Training Partnership Act Service Delivery Areas, which provide training and employment programs; and

   — The Maryland Apprenticeship and Training Council, which certifies apprenticeship training programs.

UNEMPLOYMENT INSURANCE ADMINISTRATION

The Unemployment Insurance Administration fulfills the Department of Employment and Training's responsibilities under the Maryland Unemployment Insurance Law. The Law establishes the framework for a fair and equitable unemployment compensation system in Maryland. The primary functions are to pay benefits to Aworkers who become unemployed through no fault of their own, to promptly notify those individuals who are determined to be ineligible for compensation, to collect unemployment insurance tax contributions from employers, and to provide appeals hearings for employers and claimants from determinations made at lower levels.

The Unemployment Insurance Administration is comprised of four major divisions:

1. The Benefits Division administers the application for and processing of Maryland claims, the adjudication of claims,and the detection and prosecution of fraud.

2. The Contributions Division establishes employer tax accounts and assigns rates, charges benefits, collects taxes on each account, and is responsible for the collection of all delinquent accounts. It also maintains the Unemployment Insurance Trust Fund.

3. The Special Programs Division oversees Interstate, Combined Wage, and Federal unemployment benefit programs which include the Trade Adjustment Act, Unemployment Compensation for Ex-Service persons

(UCX), Unemployment Compensation for Postal Employees (UCPE), Unemployment Compensation for Federal Employees (UCFE), and Disaster Unemployment Assistance (DUA).

4. The Appeals Division reviews, upon request by affected claimants and employers, benefit and tax determinations made by the Unemployment Insurance Administration. The Division is divided into Lower and Higher Appeals. All requests for review of determinations are heard by Appeals Referees in the Lower Appeals Division initially. Further appeals are then heard by the Board of Appeals, a three member panel empowered to review decisions of the Unemployment Insurance Division and the Lower Appeals Division. The Appeals Division is judicially independent of the Unemployment Insurance Administration.

OFFICE OF THE ATTORNEY GENERAL

The Principal and General Counsel to the Department of Employment and Training is the legal advisor assigned by the State Law Office to advise the Secretary on all matters pertaining to State, Federal and local laws. As Counsel to the Department, the Principal Counsel has the responsibility to render, subject to the discretion and control of the Attorney General, such legal aid service and counsel as the Secretary and other officials of the Department may require. It is the responsibility of the Principal and General Counsel of the Department to review all administrative rules and regulations promulgated by the Secretary or his designee before they become effective as Maryland law. The General Counsel represents the Department in all legal matters in which the interests of the State are involved. This includes litigation and negotiation with other State agencies on legal issues pertaining to areas within the Department's purview, as well as the Counsel's advisory function.

OFFICE OF EQUAL OPPORTUNITY

The primary responsibility of the Office of Equal Opportunity is to administer the Department of Employment and Training's comprehensive Equal Opportunity Compliance Program. The Department's equal opportunity programs cover all units and divisions to ensure that all programs and activities of the Department comply with the requirements of applicable State and Federal laws, regulations, policies, procedures, and guidelines prohibiting discrimination. The Department of Employment and Training actively and aggressively supports the principles of equal opportunity and affirmative action. Providing accessibility for all applicants, clients, and claimants to the employment and training services of the Department is a responsibility shared at both the divisional level and in the Office of Equal Opportunity. Department administrators, managers, and supervisors are expected to consider equal opportunity and affirmative action needs when recruiting, hiring, promoting, transferring, or making any decision relating to employment. Furthermore, there is the responsibility of ensuring that all programs within the purview of the Department, that is, the Job Service, the Job Training and Placement Administration, and the Unemployment Insurance Administration are administered in such a manner as to ensure that principles of equal opportunity and affirmative action are stringently adhered to.

Along with its Departmental requirements, the Office also administers the Equal Opportunity Compliance Program for the Department of Labor. Regulations of the Department of Labor, implementing Title VI of the Civil Rights Act of 1964, as amended, require that all recipients of Federal funds establish compliance programs. Thus, for the Department of Employment and Training, the Office of Equal Opportunity has responsibility for developing and implementing compliance programs for Unemployment Insurance and Job Service local offices, including activity within each Service Delivery Area.

OFFICE OF GOVERNMENT AND COMMUNITY RELATIONS

The Office of Government and Community Relations serves as the liaison between the Department of Employment and Training and all elements of the news media. Besides promoting and providing information regarding employment and training services in the State of Maryland, it is the responsibility of this Office to coordinate the Department of Employment and Training's legislative activities, to respond to constituent requests and to produce and distribute Departmental publications. The Office of Government and Community Relations maintains linkages with the Maryland General Assembly, the United States Congress and local legislators interested in the programs and services provided by the Department of Employment and Training.

OFFICE OF ADMINISTRATION

Administration is charged with the responsibility of directing, coordinating, and evaluating the delivery of administrative services throughout the Department of Employment and Training. The Office of Administration's primary functions are to administer the budgeting, finance, and procurement processes; to maintain office facilities, equipment, and security; to provide technical expertise in recruiting, classifying, training, and counseling employees; to collect, analyze, and disseminate labor market information; and to administer information processing functions.

The Office of Administration is comprised of six divisions and units:

1. The Division of Budget and Finance administers the budgeting process, the financial arrangement process, and the financial reporting process.

2. The Contracts and Procurement Unit is responsible for the overall procurement procedures for the Department, as well as monitoring the Department's contractual agreements.

3. The Division of General Services is responsible for the maintenance, refurbishment, and repair of the Department's owned and leased office facilities; the control of inventory, equipment, and furnishings acquired by the Department; the security of Departmental facilities; and the operation of supplemental support functions, such as the mailroom, supply room, and print shop at the principal facility.

4. The Division of Personnel and Training is charged with the responsibility of recruiting, retaining, classifying, counseling, and training of its employees and with maintaining good employer-employee relations.

5. The Research and Analysis Division is responsible for maintaining and administering a comprehensive Labor Market Information (LMI) system.

6. The Division of Management Information Systems has administrative responsibility for planning and coordinating the Department's management information, data processing, and office automation systems.

LOCAL OFFICES

Employment, training, and unemployment insurance programs and services are delivered to the State's employers and jobseekers through a network of Department of Employment and Training local offices. Twenty-seven full service offices are organized into five regions. They are Western Maryland, Baltimore Metropolitan, Southern Maryland, the Eastern Shore, and Central Maryland. These regions parallel the ten Service Delivery Areas created through the Job Training Partnership Act. The alignment enhances coordination of employment and training services with other regional agencies and allows for inter-office and intrastate coordination of Departmental programs and services.

On the local level, each office participates in a coordinated employment and training planning process with other service deliverers within the community. The process is overseen by a local Private Industry Council which is comprised of local business and community leaders. This process assures that each office is aware of the specific needs of its community. This allows for the best possible implementation of national and statewide programs on the local level.

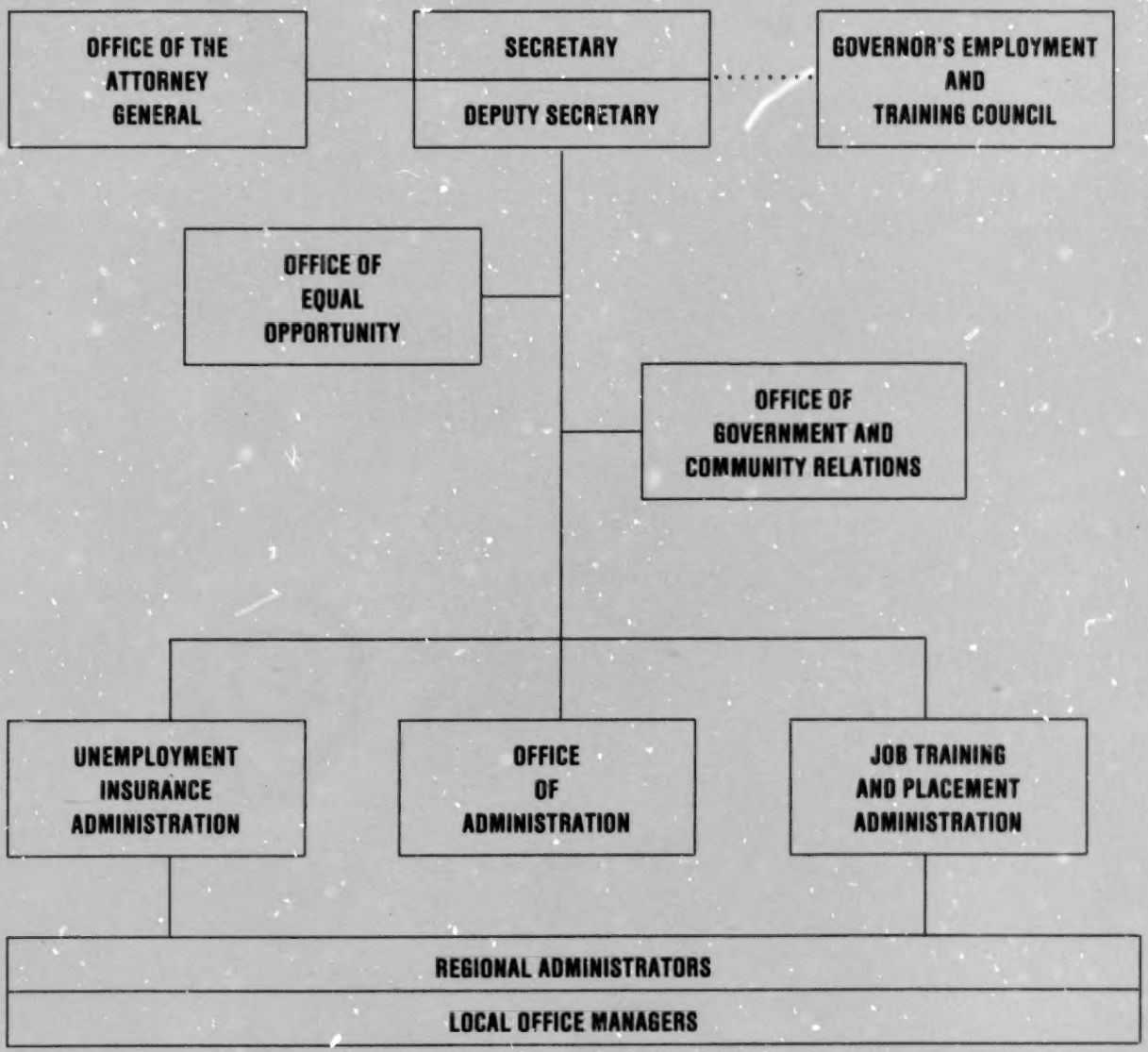
Each office offers the broadest range of services possible to the job seeking public. At one central location an individual has access to local labor market information, career counseling and testing, occupational training programs, job finding skills instruction, referral to supportive services, relocation programs, and job development, referral, and placement services. Through the State and national network of Job Service offices, applicants may also seek employment anywhere in the United States. Special programs emphasize services to veterans, the economically disadvantaged, dislocated workers, the handicapped, unemployment insurance recipients, youth, migrant and seasonal farmworkers, older workers, and welfare recipients.

The ultimate success of the Job Service is measured by the number of qualified applicants placed with employers. To meet employers' personnel needs, each office provides the employer community with positive recruitment and employer outreach services; applicant testing; and the opportunity to list job openings locally, statewide, and nationally through the Job Bank. On a continuous basis, employers are asked to evaluate and recommend improvements to employer services through Job Service Employer Committees.

Department of Employment and Training local offices serve as the source for unemployment insurance benefits in every area of the State. This program serves to further the economic security of Maryland residents and, as a result, provides for a more stable local economy. Functioning as an "honest broker" between claimants and employers, each local office determines eligibility, processes claims for payment, and provides reemployment assistance to laid off workers.

Through a staffing formula unique in government service, each local office earns its unemployment insurance staff on a piece rate (workload function) basis. This requires the maintenance of an intermittent staff and allows for an automatic increase or decrease in staff size commensurate with workload. The result is one of the most economically administered government programs in the nation.

DEPARTMENT OF EMPLOYMENT AND TRAINING



DEPARTMENT OF EMPLOYMENT AND TRAINING
BUDGET SUMMARY

FEDERAL FISCAL YEAR 1984

ITEM	SOURCE OF FUNDS		TOTAL
	FEDERAL	STATE	
Unemployment Insurance	$22,327,781		$22,327,781
Job Service	11,398,642		11,398,642
Disabled Veteran Outreach Program	998,262		998,262
Work Incentive Program	4,856,518	$ 539,613	5,396,131
Job Corps	52,971		52,971
Trade Readjustment Act	1,150,000		1,150,000
Targeted Jobs Tax Credit	639,033		639,033
Child Support	118,352		118,352
Food Stamps	174,745		174,745
Local Veterans Employment Representative	625,468		625,468
Job Training Partnership Act	48,428,456		48,428,456
State Occupational Information Coordinating Committee	74,591		74,591
Bureau of Labor Statistics	629,203		629,203
Apprenticeship and Training Council		141,396	141,396
TOTAL NET EXPENDITURES			$92,155,031

FEDERAL FISCAL YEAR 1985

ITEM	SOURCE OF FUNDS		TOTAL
	FEDERAL	STATE	
Unemployment Insurance	$20,114,040		$20,114,040
Job Service	12,567,641		12,567,641
Disabled Veteran Outreach Program	1,037,708		1,037,708
Work Incentive Program	4,343,753		4,343,753
Trade Readjustment Act	500,000		500,000
Targeted Jobs Tax Credit	515,230		515,230
Child Support	118,352		118,352
Food Stamps	268,352		268,352
Local Veterans Employment Representative	782,985		782,985
Job Training Partnership Act	48,322,303	$ 2,000,000	50,322,303
State Occupational Information Coordinating Committee	72,000		72,000
Bureau of Labor Statistics	650,100		650,100
Apprenticeship and Training Council		946,472	946,472
TOTAL NET EXPENDITURES			$92,238,936

January, 1985

GOALS, OBJECTIVES, IMPLEMENTATION STRATEGIES AND PROGRESS

This section outlines the goals and objectives for the Department, including Job Training and Placement, Unemployment Insurance and Office of Administration. Also listed are implementation strategies and progress.

Goals, objectives, and implementation strategies, which appeared in the 1984 Plan, are followed by statements of progress. In instances where new goals and objectives for 1985 are shown, the implementation strategies include completion dates.

JOB TRAINING AND PLACEMENT ADMINISTRATION

GOAL 1 — TO IMPROVE THE COORDINATION OF THE STATE'S EMPLOYMENT AND TRAINING SYSTEM

Objective 1.1

To include Private Industry Councils (PICs) and Service Delivery Areas (SDAs) in the planning for the use of all State and Federal employment and training funds.

Rationale

Coordinated allocation and expenditure of funds will increase the effectiveness of employment and training dollars.

Implementation

DET has established a policy of joint planning with local service providers for every State program.

Progress

- Conducted meetings to acquaint locally elected officials, local educators, and government officials with the status and plans of Job Training Partnership Act programs.
- Held Quarterly Service Delivery Area Director's Meetings to review progress and problems with programs.

Objective 1.2

To facilitate coordination in the development of local Job Service plans with Private Industry Councils/Service Delivery Areas.

Rationale

The major presence of DET in each locality is the local Job Service office. In order to ensure ongoing coordination, SDA and Job Service staff shall meet to coordinate services to Maryland citizens.

Implementation

Provide detailed rescurce and service information.

Negotiate joint plans of action with Private Industry Councils/Service Delivery Areas to serve local residents. This is an annual process completed prior to the beginning of each program year.

Progress

- Expanded the planning process to include input, review, and concurrence of local Job Service plans by Private Industry Councils/Service Delivery Areas and local elected officials.

Objective 1.3

To foster State and local interagency agreements and cooperative efforts in order to develop a more efficient and effective service delivery system.

Rationale

Many State and local agencies provide services that are either employment and training services or are directly complimentary to such services. DET, along with the Governor's Employment and Training Council, is charged with the responsibility of fostering the linkages and information exchange that will pull these agencies together in a coordinative fashion so that the public can be better served.

Implementation

The Governor's Employment and Training Council has established detailed coordination criteria for key agencies. The Department of Employment and Training will monitor this effort for the Council.

The Department will report to the Council and the Governor the progress of implementing coordination plans and will recommend specific actions to improve the total service delivery system.

Progress

- Monitored progress and problems under the coordination criteria at Quarterly Service Delivery Area Director's Meetings. Significant issues and corresponding recommendations were presented by the Department to the Council and the Governor throughout the year.
- Entered into agreements with the Upper Shore, Lower Shore, Susquehanna, Baltimore City and Baltimore County Service Delivery Areas for co-location of service facilities.
- Initiated, in cooperation with the Maryland Vietnam Veterans Leadership Program, the Health and Welfare Council of Central Maryland, and the local Service Delivery Areas, a comprehensive employment and training program for veterans.
- As part of the Governor's Save the Bay initiative, implemented the Maryland Youth Conservation Corps, in cooperation with the Department of Natural Resources and seven Service Delivery Areas.
- Supported the coordination of services at the Dislocated Worker Assistance Center in Cumberland.
- Presently joining with Western Electric and the Baltimore City and Baltimore County Service Delivery Areas to retrain dislocated workers.

Objective 1.4

To facilitate the integration of the Maryland Apprenticeship and Training Council (MATC) with the other elements of the State's employment and training system.

Rationale

The apprenticeship system is an effective training technique and should be utilized to a greater extent in Maryland.

Implementation

Consistent with the Governor's Coordination Criteria, the MATC shall notify local Service Delivery Areas of regularly scheduled meetings, supply them with minutes of those meetings, and notify them of certified training programs in their area.

Progress

- Complied with the Governor's Coordination Criteria.

Objective 1.5

To maximize the use of available State supported training facilities.

Rationale

Whenever plans are finalized for the offering of services or the implementation of training programs; programs and facilities already in operation should be utilized rather than initiating new programs or

renting, building or purchasing additional facilities.

Progress

- Awarded training funds directly to the Western Maryland Consortium for use at Hagerstown Junior College and Allegany Community College to train dislocated workers in Western Maryland.
- Established performance incentive awards for Service Delivery Areas to train recipients of Aid to Families with Dependent Children (AFDC).
- Sponsored a workshop entitled "Where Do We Go from Here?" for dislocated workers in cooperation with Dundalk Community College and other government and community organizations.

Objective 1.6

To enhance the collection and dissemination of information about training opportunities in the State.

Rationale

Informing Maryland citizens about existing employment and training opportunities assures maximum program utilization.

Implementation

Catalog and disseminate information about existing State and Federally funded training activities.

Progress

- Co-funded publication of the State Board for Higher Education's annual edition of "Guide to Higher Education and Job Training Services in Maryland".

GOAL 2 — TO ENHANCE THE QUALITY OF SERVICE PROVIDED TO MARYLAND CITIZENS THROUGH THE DEPARTMENT OF EMPLOYMENT AND TRAINING'S JOB SERVICE

Objective 2.1

To provide more expeditious and responsive service to clients.

Rationale

Applicants who visit Job Service offices want a job. They want to know what is available, and they want to obtain the information with little or no difficulty.

Implementation

In order to provide information in the most efficient manner, the Job Service will enhance its automated service capability and will implement a productivity improvement program so that Departmental employees will provide applicants with more responsive service.

Progress

- Currently pilot testing an automated job matching system with full implementation scheduled for the second quarter, 1985.
- Contracted with the University of Maryland's Center for Productivity and the Quality of Working Life to develop productivity indicators for and establish "quality circles" within the Job Service. The process is expected to be fully implemented by June, 1985.

GOAL 3 — TO ENSURE, THROUGH TRAINING, MONITORING AND EVALUATION, THAT EMPLOYMENT AND TRAINING FUNDS ARE EFFECTIVELY AND EFFICIENTLY UTILIZED

Objective 3.1

To improve the management capabilities and performance of Service Delivery Areas through technical assistance and training.

Rationale

A key element to improving program effectiveness is to increase the management capabilities of the staff that plan and implement programs.

Progress

- Provided extensive technical assistance and training to Service Delivery Area staff on such topics as the use and capabilities of computers, management information systems and financial management.
- Provided Service Delivery Areas with incentive awards for those goals which they successfully met and technical assistance for those programs in which they fell below acceptable performance levels.

Objective 3.2

To monitor SDA and Job Service operations to determine if employment and training funds are being efficiently spent.

Rationale

A means of overseeing program activity is the establishment of an automated Management Information System. If a particular office is falling behind, effective means of improvement can be developed. The integrated system will provide information on current program operations and can be utilized to plan future operations.

Implementation

Design, develop and implement a Job Training and Placement Administration Management Information System.

Progress

- Designed and implemented the Job Training and Placement Administration Management Information System on the State and Service Delivery Area level.
- A Job Service automation package has been approved under a Department of Employment and Training Five Year Information Processing Plan.

Objective 3.3

To continue a long-term follow-up system that can evaluate program effectiveness.

Rationale

It is critical to determine whether programs are worthwhile. Research has shown that outcomes can change significantly over time. A follow-up system that produces valid and reliable information is the basis for planning program change.

Implementation

Design, develop and implement a follow-up system.

Progress

- Designed and implemented a comprehensive follow-up system to determine if programs are effective. Evaluation results will be available in June, 1985.

UNEMPLOYMENT INSURANCE ADMINISTRATION

GOAL 4 — TO PROVIDE A SYSTEM OF WAGE PROTECTION FOR WORKERS UNEMPLOYED THROUGH NO FAULT OF THEIR OWN IN A MANNER THAT IS EQUITABLE, EFFICIENT AND JUST TO BOTH WORKER AND EMPLOYER

Objective 4.1

To improve the timeliness of benefit payments to eligible workers unemployed through no fault of their own.

Rationale

The Unemployment Insurance system provides income protection during periods of unemployment. Without timely payment of those benefits, workers suffer unnecessary hardships in meeting their financial obligations.

Implementation

Continue and expand on-line data entry capability in local offices to reduce time delays inherent in the use of the postal system. Redesign and fully automate the benefit payment system to improve the timeliness and accuracy of both benefit determinations and payments. Completion date: June, 1986

Streamline and automate the appeals process to ensure the quickest possible resolution of issues that represent a bar to benefits. Completion date: September, 1985

Progress

- Implemented on-line data entry in all local offices.
- Completed feasibility study for Benefit System Redesign Project and awarded development contract.
- Purchased and installed mini-computer for Appeals Division.

Objective 4.2

To provide for equitable and consistent determination of claimants' eligibility for benefits.

Rationale

It is critical that the Unemployment Insurance Law be administered in a manner that is fair and accurately represents legislative intent.

Implementation

Update COMAR to reflect legislative changes and Departmental policy to ensure consistency of application by the administrative units and the Board of Appeals and to provide for legislative oversight and concurrence in policy formulation. Completion date: On-going.

Complete administrative policy instruction manuals for line and local staff to improve efficiency and consistency of benefit determinations. Completion date: January, 1986

Redesign and fully automate the benefit payment system. This project has been initiated and will be implemented over the next two years.

Progress

- Completed redraft of COMAR pertinent to UI.
- Completed three volumes of policy manuals and field instructions and established internal procedures for review and revision.

Objective 4.3

To ensure that benefit and tax determinations are accurate and to identify possible improvements in system management.

Rationale

To ensure that the benefits and tax systems are equitable, fair and according to law, it is necessary to establish management systems for the continuous review and analysis of the systems performance.

Implementation

Reduce overpayment and claimant fraud by expanding and strengthening the Random Audit Unit, and by establishing fraud detection methods through automated interstate crossmatches. Completion date: On-going.

Continually evaluate program quality by enhancing Quality Control evaluations, strengthening the system of inservice training and professional development and improving awareness of employers and employees of the purpose and rules of the UI program.

Improve system of delinquent tax collection, including liens and judgments to ensure trust fund solvency and fairness in distributing the tax burden.

Provide for continuous review of internal audit findings and establish mechanisms to translate those findings into improved administrative practices and policies.

Progress

- Established a toll-free fraud information hotline to centralize and coordinate all allegations and investigations of fraud.
- Amended design of Benefit System Redesign Project to fully integrate and automate overpayment recovery.
- Completed detailed study of the Legal Collections Unit to strengthen and streamline current practices and management.

GOAL 5 — TO PROMOTE THE SOLVENCY OF THE UNEMPLOYMENT INSURANCE TRUST FUND

Objective 5.1

To improve the quality and timeliness of Trust Fund Projections.

Rationale

The solvency of the Trust Fund is dependent on tax legislation enacted by the General Assembly. The General Assembly is able to provide for adequate, economically sound tax policy only if it is provided with accurate and timely data on tax collection, benefit payment and the impacts of legislative initiatives on the future solvency of the Trust Fund.

Implementation

Identify or develop projection models that rely on regression analysis to identify key predictors of overall economic conditions in the future that impact on tax collections or benefit payments. Completion date: January, 1985

Review UI tax structure in conjunction with the business community to provide for adequate financing and equitable distribution of the tax burden. Completion date: On-going

Strengthen the data available for impact analysis by implementing an automated benefit payment system.

Progress

- Reviewed Trust Fund projection models available through the U.S. Department of Labor
- Created a Departmental labor market data advisory committee to review and comment on all areas of labor market analysis.

Objective 5.2

To aggressively pursue collection of overpayments to claimants and delinquent taxes from employers.

Rationale

The Department of Employment and Training has proprietary responsibility for fairly implementing the State's unemployment insurance law and for maintaining the integrity of the Trust Fund.

Implementation

Integrate and automate the benefits overpayment recovery system. Completion date: June, 1986

Explore the use of the automated tax intercept program of the State Comptroller's Office as a mechanism for benefit overpayment recovery.

Establish broader and more effective collection of delinquent taxes through the courts and other means.

Establish rules and procedures for waiver of recovery of overpayments.

Progress

- Amended design of benefit system to fully automate and integrate benefit overpayment recovery.
- Drafted and submitted legislation to allow the use of tax return intercept for recovery of delinquent taxes and benefit overpayments.

Objective 5.3

To shorten the length of unemployment experienced by individuals, thereby reducing the cost of unemployment insurance to employers, ensuring higher disposable incomes for workers and increasing the overall productivity of the work force.

Rationale

The solvency of the Trust Fund and the health of the State's economy in general are directly related to the level of employment and productivity among workers in the State. The shorter the duration of unemployment, the less drain on the Trust Fund and ultimately a lower unemployment insurance tax rate for individual employers. The lower the rate, the greater the attractiveness of the State to investment in business growth. Unemployment Insurance not only provides temporary wage protection but also provides a ready network to identify and begin helping the unemployed in their reemployment efforts.

Implementation

Develop effective and streamlined administrative systems to identify unemployed workers who have reasonable prospects of reemployment.

Progress

- Initiated review of the reemployment assistance program.
- Developed options for revised identification and referral procedures.
- Strengthened reporting and referral mechanisms.

GOAL 6 — TO CONTRIBUTE TO IMPROVEMENTS IN PRODUCTIVITY AND THE ECONOMIC SECURITY OF THE WORK FORCE IN THE STATE OF MARYLAND

Objective 6.1

To identify individuals who are unemployed and whose skills are obsolete in their industry or area.

Rationale

Those individuals displaced by industrial shifts or technological changes affecting their occupation are unlikely to return to work without a significant loss in earnings. To maintain their level of productivity and earnings, retraining is necessary.

Implementation

Provide staff with guidelines developed by the Job Training and Placement Administration and the Research and Analysis Division to identify dislocated workers.

Develop special referral procedures to send specifically identified claimants to the Job Service for testing, counseling and referral to training.

Progress

- Established guidelines for identification of dislocated workers.
- Established special referral and training systems for workers from industries and businesses that are closing.

Objective 6.2

To establish a work sharing program within the State's Unemployment Insurance Law.

Rationale

A number of states have introduced work sharing as a mechanism for maintaining high levels of productivity and skills of the total work force and distributing the impact of unemployment across all members of the employer's work force. Work sharing allows claimants, under a plan prepared by the employer and approved by the Unemployment Insurance Administration to claim benefits for days rather than weeks of unemployment. The daily benefit rate is one-fifth of the claimant's normal weekly benefit rate. Without increasing the cost of benefits, an employer could, for instance, shorten his work week from five to four days and avoid a lay off of 20 percent of his work force. This allows the employer to retain workers, for the workers to maintain their skills and benefits, and, in instances where the reduction in force appears permanent, allows workers to seek other employment while still partially employed.

Implementation

Research and conduct a comparative analysis of work sharing legislation in other states.

Develop legislative language to amend the Maryland Unemployment Insurance Law.

Develop regulations governing the program, including criteria for determining eligible employers and employees, approving employer plans and for securing union concurrence where required.

Progress

- Prepared and secured passage of legislation to create work sharing as part of the Unemployment Insurance Law.

OFFICE OF THE ATTORNEY GENERAL

GOAL 7 — TO PROVIDE EFFECTIVE LEGAL SUPPORT AND TO PROMULGATE CLEAR AND CONCISE REGULATIONS FOR DEPARTMENTAL ACTIVITIES

Objective 7.1

To place greater emphasis on defining, articulating, and defending the Department's perspective on matters dealing with Unemployment Compensation and Migrant and Seasonal Farmworkers.

Rationale

The Department's actions in the areas of Unemployment Compensation and Migrant and Seasonal Farmworkers are governed by Federal and State laws, court orders, and Unemployment Insurance Board of Appeals decisions.

Implementation

Assess and update the status of all litigation in which the Department is involved. Develop and implement procedures for maintenance of consistent perspectives on issues confronting the Department.

Progress

- Brought up to date all pending litigation.
- Informed Departmental divisions of newly developed guidelines and legal positions.
- Repealed obsolete regulations and promulgated new regulations as appropriate.

OFFICE OF EQUAL OPPORTUNITY

GOAL 8 — TO ASSURE THE IMPLEMENTATION OF FEDERAL AND STATE EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION MANDATES GOVERNING THE OPERATIONS OF THE DEPARTMENT OF EMPLOYMENT AND TRAINING.

Objective 8.1

To monitor the operations of local office and administrative units to ensure that equal opportunity objectives are met.

Rationale

An on-going system of reviews must be maintained to determine if components of the employment and training system are adhering to equal opportunity and affirmative action mandates.

Implementation

Establish a compliance review schedule which will permit Equal Opportunity personnel to systematically scrutinize Unemployment Insurance and Job Service local offices, Service Delivery Areas, the Maryland Apprenticeship and Training Council and contractual service providers.

Distribute a report showing the results of the review and recommendations for corrective action to appropriate administrators. Conduct follow-up reviews within six to nine months after the distribution of the report.

During the time before and after compliance and follow-up reviews, maintain a complaint system to provide Departmental employees and the general public with an avenue to redress violations of equal opportunity and affirmative action mandates.

Progress

- Reviewed and updated existing compliance review procedures and prepared the DET Administrative Manual outlining the compliance review system.
- Conducted on-site reviews of three Unemployment Insurance and Job Service local office operations and prepared appropriate reports.
- Established procedures for identifying and correcting deficiencies with regard to program and physical accessibility for the handicapped (clients and employees).

Objective 8.2

To establish an EO/504 Designee and Liaison Program.

Rationale

To ensure that every program, office, unit and employee receives the benefits of and has an opportunity for input into every aspect of DET's Equal Opportunity Program, equal opportunity representatives (Designees and Liaisons) throughout DET are necessary.

Implementation

Each local office and administration will appoint a designee/liaison and advise the Equal Opportunity Office of the appointment.

Develop guidelines outlining the Designee/Liaison Program and provide training to those appointed. Completion Date: July 1, 1985

GOAL 9 — TO ENSURE THE REMOVAL OF ARTIFICIAL BARRIERS TO EMPLOYMENT WITH, AND ADVANCEMENT IN, THE DEPARTMENT OF EMPLOYMENT AND TRAINING, THEREBY INCREASING THE REPRESENTATION OF MINORITIES, FEMALES AND THE HANDICAPPED IN AREAS WHERE UNDER-REPRESENTATION EXISTS.

Objective 9.1

To require all DET Local Offices and Central Office Units to compile Annual Affirmative Action Plans and Quarterly Staffing Summaries.

Rationale

To ensure progress, it is important to continually focus the attention of management on affirmative action goals.

Implementation

The planning and summary procedure will allow management personnel who are responsible for compliance with Equal Opportunity and Affirmative Action mandates to author a plan which will address staffing intentions and to quarterly assess that progress. The Affirmative Action Plans will be effective October 1 of each year.

Progress

- Prepared guidelines for the development of local office and administrative unit affirmative action plans and an administrative manual outlining affirmative action plan requirements.
- Reviewed quarterly staffing reports from local offices and administrative units.

Objective 9.2

To review Departmental personnel transactions for compliance with equal opportunity and affirmative action mandates and to make recommendations to the Deputy Secretary of DET on the appropriateness of those transactions.

Rationale

Continuous review of entry and promotional selection complement the affirmative action initiative instituted through annual plans and quarterly summaries.

Implementation

Review procedures are detailed in the DET Manual and occur on a on-going basis.

Progress

- Since January, 1984, reviewed two hundred and fifty-one (251) personnel transactions, grades nine and above, for equal opportunity and affirmative action implications. Held meetings to resolve differences and to agree on appropriate affirmative action measures when there were differences between the Equal Opportunity Office's position and that of the appointing authority.

Objective 9.3

To establish quantitative goals with regard to the employment and advancement of the handicapped.

Rationale

To accurately assess the Department's efforts to recruit, hire and advance handicapped individuals, goals are necessary.

Implementation

Obtain and review civilian labor force statistics for relevant data regarding the handicapped.

Based on above statistics, establish and disseminate quantitative staffing goals to DET administrators. Compare goals to representation of handicapped employees within DET as determined by the Self Identification of Disability Survey. Completion date: July 1, 1985

OFFICE OF GOVERNMENT AND COMMUNITY RELATIONS

GOAL 10 — TO OPERATE AN EFFECTIVE MEDIA OUTREACH PROGRAM WHICH WILL CONVINCE EMPLOYERS AND APPLICANTS THAT THE DEPARTMENT OF EMPLOYMENT AND TRAINING CAN PLAY AN INTEGRAL PART IN THE GROWTH OF THEIR BUSINESSES AND CAREERS

Objective 10.1

To promote the employment and training services available through the Department of Employment and Training.

Rationale

The Department of Employment and Training, through its creation, has been thrust to the forefront of the employment and training initiative in Maryland. The Department must positively affect every segment of labor force development and marketing. The Office of Government and Community Relations will coordinate an aggressive outreach program informing the State of the Department's programs.

Implementation

To reach all involved segments, all communication resources must be utilized. The Department's major new media thrust will be in the field of audio-visual communications. To develop the high visibility necessary to catch the attention of employers and applicants, DET will request television public service time to air announcements. A common theme developed through the public service spots will be incorporated into pamphlets and display panels for use at conventions and meetings. The more traditional methods of press releases, newsletters and direct correspondence with the public will also be used.

Progress

- Developed a media center to produce television and radio public service spots.
- Produced three (3) public service spots for television.
- Established a weekly public service radio program, "Maryland Employment Scene".
- Designed a new DET logo.
- Produced exhibits about DET's programs and services for conferences and conventions.
- Conducted a major press conference to announce the publication of the "Maryland and Local Area Labor Market Analysis".
- Helped to plan a press conference with the Department of Economic and Community Development and the Neighborhood Progress Administration in support of the Maryland Youth Conservation Corp.
- Coordinated promotional campaigns for Job Service programs.

PLANNING

GOAL 11 — TO DEVELOP A DEPARTMENTAL STRATEGY WHICH WILL EFFECTIVELY PLAN, COORDINATE AND ALLOCATE STATE RESOURCES IN THE PROMOTION OF THE EMPLOYMENT SECURITY OF THE CITIZENS AND THE ECONOMIC DEVELOPMENT OF THE STATE

Objective 11.1

To assist the Department of Economic and Community Development in the marketing of Maryland to new and expanding employers by integrating the employment assistance and training programs of the Department into the economic development strategies of the Department of Economic and Community Development.

Rationale

In order to expand employment opportunities in Maryland, it is appropriate for the Department to join in concert with the State's economic development effort.

Implementation

An interdepartmental planning committee has been established to produce a coordination plan for the Department of Economic and Community Development and the Department of Employment and Training.

Progress

- Developed a plan with the Department of Economic and Community Development for coordination of resources and services to Maryland's business community.

Objective 11.2

To join with other departments and agencies of the State in the development of joint programming efforts to coordinate employment assistance and training services for the citizens of Maryland.

Rationale

There are numerous employment and training programs and facilities within the State. A mission of the Department of Employment and Training is to coordinate the delivery of these services.

Implementation

The Department is establishing joint programming efforts with State cabinet-level agencies, the State Board for Higher Education, and other independent State agencies.

Progress

- Developed coordination plans with the Maryland State Department of Education, the Department of Health and Mental Hygiene and the Department of General Services.
- Co-funded publication of the State Board for Higher Education's annual edition of "Guide to Higher Education and Job Training Services in Maryland".

OFFICE OF ADMINISTRATION

GOAL 12 — TO DEVELOP A TIMELY AND ACCURATE BUDGETING AND ACCOUNTING SYSTEM WHICH WILL ENHANCE PRODUCTIVITY BY GIVING MANAGEMENT MORE ACCESSIBILITY TO THE INFORMATION NEEDED TO PLAN AND EXPEDITE DEPARTMENTAL BUSINESS.

Objective 12.1

To establish an automated on-line budgeting and accounting system.

Rationale

DET receives most of its funds from the U.S. Department of Labor. As a State agency, DET functions

within the Maryland budgeting and accounting system. As a result DET operates two systems. To enhance the quality of information provided to program management and to reduce significant duplication of effort in operating multiple accounting and reporting systems a redesign of present operational procedures is appropriate.

Implementation

A consultant firm with extensive experience in cost accounting and financial reporting for governmental agencies will be employed. The firm will analyze present accounting systems and procedures, develop a stategic plan of action and produce a cost/benefit review with recommendations for procedural implementation. Completion date: October 1, 1985.

Progress

- Developed an on-line budget system for submitting accurate, timely and useful information to control agencies and DET Management. The necessary computer hardware equipment provides the Department with the capacity to electronically report budget information to the State Department of Budget and Fiscal Planning.

GOAL 13 — TO PROVIDE QUALITY OPERATIONAL FACILITIES WHICH ARE ACCESSIBLE TO THE PUBLIC AND CONDUCIVE TO A PRODUCTIVE WORKING ATMOSPHERE

Objective 13.1

To enhance leasing procedures.

Rationale

Improved procedures will ensure, at the time of lease renewal or termination, that the present or new facilities are accessible to the public, provide adequate office space and a clean and professional environment for employees and clients alike.

Implementation

Distribute current leases to all pertinent administrative and management personnel. Enter all leases into an automated file. Monitor maintenance of the agreements to make the lessors accountable for contracted services. Establish a "tickler file" which will notify the Department of Employment and Training's Facilities Manager of all leases which are due to expire in six months. Inspect each facility at the beginning of the final six month period. Determine which office locations are still suitable to the Department's needs. When necessary, coordinate activities with the Department of General Services for the rental of new locations.

Progress

- Established a "tickler file" that notifies DET's Facilities Manager of all leases that are due to expire within a year's time.
- Inspected each facility prior to the expiration of its lease.
- Distributed all pertinent lease agreements to regional administrators and local office managers.
- Monitoring agreements in cooperation with the State Department of General Services to ensure that lessors are held accountable for contracted services and, when necessary, coordinating efforts which result in the rental of new office locations.

Objective 13.2

To contract with private vendors at cost-effective prices to perform repairs, maintenance, and restoration of the building at 1100 North Eutaw Street.

Rationale

Needed major repairs at DET's headquarters building are long overdue. Staff within the Department's General Services Division is adequate for regular maintenance and small scale renovations; however, because of the magnitude of repairs needed at 1100 North Eutaw Street private contractors must be engaged.

Implementation

The Division of General Services will contract, through competitive bid or negotiations, to restore the structure and renew the appearance of the headquarters building. Renovations will include repainting the building, replacing damaged shrubbery, restoring damaged foundation walls in the cafeteria, resurfacing the parking lot, exterior walkways, ramps, and stairways.
Completion date: July 1, 1985.

GOAL 14 — TO ESTABLISH AND MAINTAIN A FIXED ASSET ACCOUNTING SYSTEM FOR THE CONTROL OF ALL EQUIPMENT AND THE PROPER RETENTION AND DISPOSAL OF RECORDS.

Objective 14.1

To identify and inventory all fixed assets valued at $100 or more in acquisition costs.

Rationale

A complete physical inventory of all fixed assets valued at $100 or more in acquisition costs is required by the State at least every three years.

Implementation

The Department's Inventory and Records Control Manager will conduct a complete physical inventory of DET. At that time a bar code identification label will be applied to all capital assets. A portable bar code reader will be used to assist in the next physical inventory cycle. Software and hardware will be acquired to provide accurate and reliable data files on all capital assets. Completion date: July 1, 1985

Objective 14.2

To expeditiously remove all inventoried surplus or obsolete equipment from operating facilities.

Rationale

Office space is a precious commodity. A department the size of DET can ill-afford to use any portion of its space to house surplus or obsolete equipment.

Implementation

As the Department wide inventory of all fixed assets is conducted in FFY '85, all surplus and obsolete equipment will be earmarked for storage or disposal and removed from operating facilities. Completion date: October 1, 1985.

Objective 14.3

To secure approved schedules for retention and disposal of Departmental records and to remove, store or dispose of them in a confidential manner.

Rationale

Maryland regulations require that all records be maintained, stored and disposed of in a timely and confidential manner.

Implementation

Approved schedules and procedures for storage and disposal of records will be obtained from the State Archivist. Operational personnel will be informed of time frames and methods for retention and disposal of records and they will be assisted by the Inventory and Records Control Manager in appropriate methods of storage and disposal. Completion date: on-going

GOAL 15 — TO INSTALL AN AUTOMATED STOCKROOM INVENTORY SYSTEM

Objective 15.1

To acquire the necessary software and hardware needed to operate an automated system.

Rationale

Current software packages are available that provide features such as on-hand and on-order balances; historical data; restocking information for daily, weekly, or multi-week ordering; seasonal demand data and lead time factors. The most cost effective approach to an inventory system would be to purchase an existing software package or a limited modification to such a package.

Implementation

A Departmental work group is exploring all phases of an automated stockroom inventory system and will develop an implementation plan. Completion date: July 1, 1985.

GOAL 16 — TO IMPROVE PERSONNEL INFORMATION FOR BOTH MANAGEMENT AND STAFF AND TO PROCESS PERSONNEL TRANSACTIONS IN A TIMELY MANNER.

Objective 16.1

To convert manual personnel files to a comprehensive interactive automated system.

Rationale

Automated files will present personnel information in a comprehensive manner and help to expedite personnel transactions.

Implementation

Review the present manual system. Determine the requirements for the new automated system. Convert the manual personnel files to the automated system.

Progress

- Selected the Answer/DB system, with access to Department of Personnel records. It is now operational.
- Transferred an automated leave accounting system used by the Department of Health and Mental Hygiene to DET. The system will be fully operational by April 1, 1985.

Objective 16.2

To develop and implement a comprehensive orientation program for new employees.

Rationale

When individuals begin a career with the State of Maryland and the Department of Employment and Training, they enter into a complex environment of State employee benefits and regulations and DET employment, training and unemployment insurance programs.

A comprehensive orientation program can serve to inform new personnel of the system of which they are a part. The more knowledge new employees have of that system the sooner they become fully productive members of the Department's work force.

Implementation

Develop and implement an orientation program and an employee handbook. Completion date: October 1, 1985.

GOAL 17 — TO PROVIDE A COMPREHENSIVE LABOR MARKET INFORMATION SYSTEM WHICH WILL ASSIST STATE AND LOCAL AGENCIES IN IDENTIFYING VOCATIONAL TRAINING NEEDS AND ENHANCING ECONOMIC DEVELOPMENT EFFORTS

Objective 17.1

To study labor market information collection and presentation techniques so as to provide authoritative and readable information as a sturdy foundation on which to market Maryland to business.

Rationale

Many labor market information collection, interpretation, and dissemination techniques are mandated by the Federal government. Although these methods meet the needs of Washington, they do not necessarily address the information needs of business, labor, education and government in Maryland. State and local needs must be identified.

Implementation

In conjunction with the Governor's Employment and Training Council and in cooperation with the Department of Economic and Community Development, the Department of Employment and Training has convened a Joint Advisory Committee on Labor Market Statistics. The committee shall scrutinize present techniques, develop a strategy for long-term improvement, study ways to effectively localize the data and foster research in the field of labor market statistics.

Progress

- Contracted with the University of Maryland to study seasonal impact on local area unemployment statistics and to evaluate the methodology employed in developing short and long-term unemployment estimates by county.

Objective 17.2

To improve communications with and publications for local labor market areas.

Rationale

The bulk of Federal employment and training funds are distributed to ten Service Delivery Areas in Maryland and a great deal of economic development effort is carried out by the various political subdivisions. They need information which is targeted to their locale.

Implementation

A local labor market information package specifically geared for each Service Delivery Area will be compiled and distributed.

Progress

- Published the "Maryland and Local Area Labor Market Analysis".
- Developed population estimates, by SDA, for the following target groups: dislocated workers, displaced homemakers, veterans, handicapped, and economically disadvantaged.
- Generated specialized occupational demand data (by county) to assist vocational education planners and to satisfy the information needs of the Career Information Delivery System (CIDS).

Objective 17.3

To evaluate current data development techniques and introduce improvements to increase data accuracy and detail.

Rationale

Within the Department, the Research and Analysis Division (R&A) currently operates a series of Federal/State cooperative programs through which data are collected and developed on an on-going basis. These programs provide data on local area unemployment statistics, industrial employment/wage levels, and occupational supply/demand. In order to make the information from these programs of greater utility to LMI user groups, the types of labor market information available, the level of geographic specificity in data production, and the quality of interpretive analysis must be emphasized.

Implementation

Initiate the development of monthly and annual local area unemployment statistics at the Service Delivery Area (SDA) level.

Develop a means of regularly producing labor force statistics by Minor Civil Divisions (MCDs) and/or election districts.

Study current methods used to develop sub-state occupational projections and explore alternative methodologies/programs employed by other states with the intent of refining and expediting data production techniques.

Supplement the existing occupational wage data base by initiating a comprehensive statewide wage survey.

Increase the efficiency and flexibility of data production through continued automation of existing LMI programs. Completion date: October 1, 1985

GOAL 18 — TO CREATE AN INFORMATION ENVIRONMENT WHICH WILL ASSIST DEPARTMENTAL STAFF IN ADMINISTRATIVE AND PLANNING EFFORTS

Objective 18.1

To provide Departmental staff with direct and meaningful access to available data to augment administrative efforts and to provide comparative data useful in evaluation and planning.

Rationale

Software systems now exist which organize data and allow end-user inquiry and reporting. Using these systems will leverage the capabilities of the data processing staff in helping the Department utilize the tremendous data resource it possesses.

Implementation

Identify computer software packages to coalesce and format all sources of information.

Place computer terminals in all necessary office locations.

Work with Baltimore Data Center to procure a data base package with reporting and inquiry capability by September 1, 1985.

Load Job Training and Placement Administration Management Information System data into data base by December 1, 1985.

Progress

- Identified Departmental needs and received the approval of the Department of Budget and Fiscal Planning for a Five Year Information Processing Plan.
- Increased the number of computer terminals and printers from 211 to 308. All are in place.

GOAL 19 — TO LOWER COMPUTER PROCESSING COSTS BY USING MORE SOPHISTICATED AND COST-EFFECTIVE "USER FRIENDLY" SOFTWARE WHICH WILL INCREASE USER INVOLVEMENT IN THE DEVELOPMENT AND USE OF AUTOMATED SYSTEMS

Objective 19.1

To provide the Department's operational units direct access to the data available on the computer.

Rationale

People must define, design, write and operate data processing systems. No matter how sophisticated the technology, its effectiveness is dependent upon the human factor.

Implementation

The new Job Training Partnership Act Management Information System and the Unemployment Insurance Benefits System Redesign Project are systems which are being developed by non-data processing personnel with minimal technical assistance. Systems support and training will be provided as appropriate software packages are identified.

Progress

- Designed and implemented the Job Training Partnership Act Management Information System.
- Designed the Unemployment Insurance Benefit System Redesign Project. It will be installed during FY'85 and FY'86
- Restructured the Systems and Programming Unit so that each of the three Departmental Administrations will have, at their disposal, a permanently assigned team of programmer/analysts.
- Established the position of Information Center Coordinator to assist employees who are not computer oriented in their use of "user-friendly" software packages.

GOAL 20 — TO PROVIDE OFFICE AUTOMATION FOR DEPARTMENTAL EMPLOYEES WHO WILL REALIZE SIGNIFICANT PRODUCTIVITY INCREASES.

Objective 20.1

To determine those areas of the Department in which office automation will yield a positive cost benefit and secure a system to meet those needs in a way that is coordinated with the other information processing needs of the Department.

Rationale

The Department's operations are information intensive and involve considerable paperwork. Office automation can make this work more efficient and enjoyable.

Implementation

Survey and develop a system to fulfill office automation needs by July 1, 1985.

DEPARTMENT OF EMPLOYMENT AND TRAINING

HIGHLIGHTS — 1984

JOB TRAINING AND PLACEMENT ADMINISTRATION

- To coordinate employment and training efforts more efficiently, JTPA conducted a series of meetings in each area of the State. At each meeting JTPA staff briefed local elected officials, educators, and government officials on the State's and local areas' JTPA program plans. JTPA staff met quarterly with Service Delivery Area directors to review the program's progress and analyze methods for improvement. JTPA substantially increased PIC/SDA participation in planning expenditure of State and Federal employment and training funds (including Wagner-Peyser Act funds). The increase in SDA/PIC participation occurred by including their input, review and concurrence in the planning process. DET representatives attended PIC meetings to explain the Job Service plans, answer questions, and offer technical assistance. DET attendance at PIC meetings helped encourage cooperation and coordination with the PICs.

- JTPA worked cooperatively with other State agencies, local government agencies, and private organizations to improve employment and training services to Marylanders. The following are some examples of JTPA's cooperative efforts:

  — Locating DET local offices with Service Delivery Area offices to improve the coordination of services and reduce duplication of effort. DET and Service Delivery Areas share State facilities in fifteen locations.

  — To improve employment and training services to Veterans, JTPA developed a program with the Maryland Vietnam Veterans Leadership Program, the Health and Welfare Council of Central Maryland, and SDAs.

  — To respond to Governor Hughes' Save the Bay initiatives, JTPA operated the Maryland Youth Conservation Corps with the Department of Natural Resource and seven SDAs. Approximately 700 youth were employed in activities that restored the Bay, State parks, and other vital natural resources.

  — JTPA supported the Dislocated Worker Assistance Center in Cumberland which provided "one-stop" service delivery to laid-off workers. A variety of State agencies and local organizations provide services at the center.

  — JTPA co-funded with the State Board for Higher Education the annual publication "Guide to Higher Education and Job Training Services in Maryland." DET's funding enabled the publication to expand its coverage of employment and training information.

  — JTPA developed a contract with the University of Maryland Center for Productivity and the Quality of Working Life to develop a Productivity Improvement Program for the Job Service to improve services to employers and job seekers.

  — JTPA has begun two model programs in the Job Service. One program is an automated job matching system. The other program is a study with the Center for Training and Development in Montgomery County of the feasibility of providing services targeted to a specific industry.

  — JTPA promoted the use of existing training facilities (such as community colleges) as a resource for the retraining of Dislocated Workers and training of other groups. JTPA provided funds to existing schools and SDAs/PICs to use community colleges as a resource for employment training.

— JTPA provided technical assistance to SDAs to ensure the efficient use of training funds. Technical assistance was provided in the areas of computers, management information systems, financial management, etc. Many of the training programs were provided by the National Alliance of Business. In some instances JTPA provided tuition reimbursement for training at local colleges and universities.

- To better monitor and evaluate employment and training efforts statewide, JTPA developed the Job Training and Placement Administration Management Information System. This system improved JTPA's program management and performance evaluation methods. Along with this system JTPA conducted an on-site quarterly monitoring program to further improve quality control efforts. JTPA has also instituted a comprehensive follow-up system. Reports from this system will be available in June of 1985.

UNEMPLOYMENT INSURANCE ADMINISTRATION

- The Unemployment Insurance Administration embarked on a course to improve the program's benefit payment functions. During FY 1984, the UI system established on-line data entry in all offices throughout the State. The new on-line data entry approach both eliminates the delays inherent in mail transmission of claims and allows for more rapid turn around in error correction. At the same time, the Unemployment Insurance Administration has developed specifications for fully automating the benefit payment process. The Unemployment Insurance Administration prepared specifications and selected a firm to create an automated benefit system redesign that will serve as a model for benefit systems nation-wide, and it has formulated and presented to the U. S. Department of Labor a proposal for financing system development.

- As part of an effort to initiate a broad review of policies and procedures, the Unemployment Insurance Administration has fully revised regulations pertaining to the Unemployment Insurance Law and is submitting these revisions for review. Many of the current regulations are out-dated and certain areas of law require further clarification and regulation. As a part of this effort, detailed policy and procedure manuals are being created to replace field directives. The new manuals will provide for easier and more equitable application of the law and will establish the basis for more efficient training and retraining of UI staff.

- The Unemployment Insurance Administration has initiated an effort to more fully inform both the workers and employers in Maryland of their rights and responsibilities under the State's UI law. Many of the concerns that arise in the unemployment insurance system are the result of an imperfect understanding of the rules governing the payment of benefits and the collection of taxes. A public education program targeted to both workers as well as claimants, will ensure that workers are fully aware of the consequences of actions like voluntarily quitting and dismissal for misconduct.

- The Unemployment Insurance Administration has taken a number of steps to improve and strengthen the UI Tax Program especially in the area of tax collection. The Administration has completed a detailed review of its legal collections efforts and has established goals for strengthening and enhancing management control of all tax functions. Legislation has been prepared to allow the Unemployment Insurance Administration to use the tax return intercept program to collect delinquent employer contributions and benefit overpayments.

- The Unemployment Insurance Administration worked closely with the Department of Labor's Office of the Inspector General to review the equity and strength of the unemployment insurance tax structure. The findings and recommendations emanating from the review were prepared for the consideration of the UI Subcommittee of the House of Delegates.

- The Unemployment Insurance Administration instituted several new approaches to detect and more importantly deter the improper payment of UI benefits. A new toll-free fraud hotline provides for quick

and certain investigations of allegations of fraud. The Unemployment Insurance Administration also created a variety of automated fraud detection systems to identify fictitious employers and to identify claimants who are receiving benefits and working both in and outside of the State. Finally, the revised benefit payment system has been enhanced to provide for greater management control over benefit payment recovery.

- The Unemployment Insurance Administration, in conjunction with the Governor's Office and the General Assembly, developed and secured passage of a work sharing unemployment insurance program. The work sharing program offers employers an alternative to layoffs which provides for a reduction of work hours with supplementation of lost wages with unemployment benefits. The program became reality on July 1, 1984, and to date more than 20 employers in the State have chosen to use the work sharing program.

- In addition to the work sharing legislation, the Unemployment Insurance Administration prepared and secured passage of seven bills which improved the equity and administration of the UI program.

OFFICE OF THE ATTORNEY GENERAL

- To provide effective legal support for the Department, all pending litigation was brought up to date and contact was made with Departmental divisions informing them of newly developed guidelines and legal positions. Obsolete regulations were repealed and new regulations were promulgated as appropriate.

OFFICE OF EQUAL OPPORTUNITY

- To ensure the objectives of equal opportunity are met, the existing compliance review procedures were reviewed and updated, a section of the DET administrative manual outlining the compliance review system was prepared, on-site reviews of three Unemployment Insurance and Job Service local office operations were conducted and appropriate reports were prepared, and procedures for identifying and attempting to correct deficiencies with regard to program and physical accessibility for the handicapped (clients and employees) were established.

- To avoid or remove artificial barriers to employment in the Department, guidelines for the development of local office and administrative unit affirmative action plans and an administrative manual section outlining affirmative action plan requirements were prepared.

- Quarterly staffing reports from local offices and administrative units were reviewed, and new administrators were informed of this quarterly requirement. Statistical analyses for each local office, regional office and Unemployment Insurance administrative unit based on quarterly staffing reports were prepared and disseminated to appropriate administrators. Based on civilian labor force data, minority and female staffing goals for each local office and administrative unit were prepared and disseminated with above mentioned analyses for use as benchmarks in assessing minority and female representation. So that similar goals and efforts may be developed for the handicapped, a survey (Self Identification of Disability) to identify current representation of the handicapped among DET's workforce was prepared.

- To ensure compliance with equal opportunity and affirmative action mandates, a policy statement from the Secretary emphasizing the importance of considering equal opportunity and affirmative action in the employment process was issued. A statistical analysis of all new hires within DET to determine potential problem areas with regard to minority and/or female selections was conducted. DET personnel actions, grades nine and above, were reviewed for equal opportunity and/or affirmative action implications. Reviews conducted used referenced goals as benchmarks. Since January, 1984, two hundred and fifty-one (251) such personnel actions have been reviewed. Where

there were differences between the Equal Opportunity Office's position and that of the appointing authority, meetings were held to resolve those differences and to agree on appropriate affirmative action measures.

OFFICE OF GOVERNMENT AND COMMUNITY RELATIONS

- A media outreach program was developed to further promote employment and training services available through the Department. It included designing a new DET logo, producing three (3) public service spots for television, producing the Departmental newsletter ENTERPRISE, assisting in the production of the "Guide to Higher Education and Job Training Services in Maryland", establishing a weekly public service radio program, "Maryland Employment Scene", producing exhibits of DET's programs and services for conferences and conventions, and installing and operating the "Jobs Hotline".

- Coordinated promotional campaigns for Job Service and the Unemployment Insurance Administration including: positive recruitment, the Targeted Jobs Tax Credit, Emergency Veteran's Job Training Act, Worksharing, Crossmatch, Random Audit, and the Fraud Hotline. For the Research and Analysis Division, publications on Labor Market Information were included along with the publication of "Maryland and Local Area Labor Market Analysis" and Apprenticeship and Training Council programs. The unit participated in the planning of a press conference with the Department of Economic and Community Development and the Mayor's Office of Manpower Resources in support of the Maryland Youth Conservation Corp; conducted a major press conference to announce the publication of the "Maryland and Local Area Labor Market Analysis", as well as coordination legislative information for the Department during the 1984 General Assembly Session. Development of a media center to produce television and radio public service spots and other electronic media projects began during this first year of operation.

OFFICE OF ADMINISTRATION

- The Department of Employment and Training has developed an on-line computer budget system for submitting accurate, timely and useful information to control agencies and DET management. This necessary computer hardware equipment provides the Department with the capacity to electronically report budget information to the State Department of Budget and Fiscal Planning. The implementation of this system permitted DET to electronically report 1986 Fiscal Year budget information.

- To improve the quality and maintenance of operational facilities a "tickler file" has been established that notifies DET's Facilities Manager of all leases due to expire within a year's time. This permits each facility to be inspected prior to the expiration of the lease to determine the facility's suitability for renewal. An assessment of each local office's accessibility to the public is an important part of this process. To involve field management in this process all pertinent lease agreements have been distributed to regional administrators and local office managers. Field managers, in conjunction with DET's Division of General Services and the State Department of General Services monitor the agreements to insure that lessors are held accountable for contracted services and, when necessary, a coordination of efforts result in the rental of new offices.

- The renovation of DET's Central Office at 1100 North Eutaw Street has begun. All offices in the facility from the third to the sixth floor have been painted and the parking lot has been resurfaced and lined.

- To increase management accessibility to accurate personnel information an assessment of needs and a survey of existing automated personnel systems within State and county governments was conducted. As a result the Answer/DB system, with access to Department of Personnel records, was selected and is now operational. Computer programs containing an automated leave accounting system used by the Department of Health and Mental Hygiene have been transferred to DET. The system will be fully operational by April 1, 1985.

- A Joint Advisory Committee on Labor Market Statistics has been formed to examine Labor Market Information (LMI) collection/presentation techniques and to make recommendations for possible improvements. The development of unemployment statistics proved to be a topic of interest to committee members. As a result, DET contracted with the University of Maryland to study the seasonal impact on local area unemployment statistics and to evaluate the methodology employed in developing short-term unemployment estimates by county. The methodology used to develop long-term employment projections will also be evaluated. The results of the research project are pending.

- Providing basic data elements to the Service Delivery Areas and related employment/training agencies for use in program planning has been a priority during the fiscal year. In May, 1984 a major step in serving local data needs was achieved through the release of individual county publications which provided occupational projections and related economic indicators.

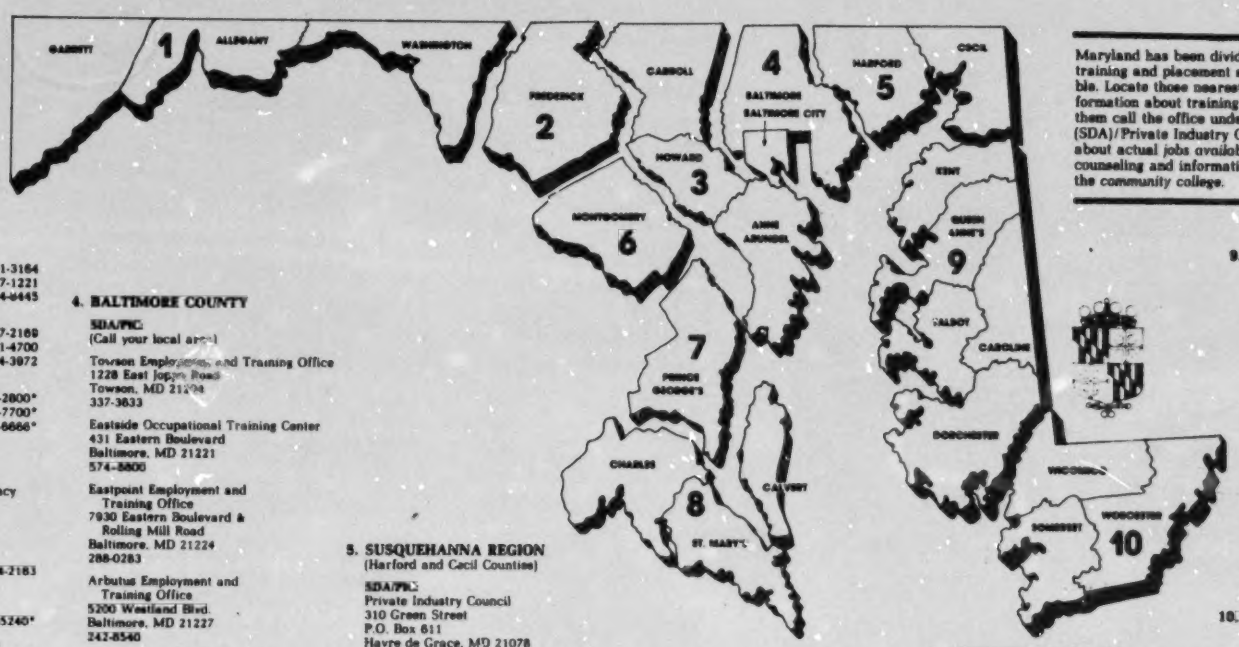
- In addition, a number of different requests, which required specialized data development, were responded to by both central office and out-station personnel. Population estimates, by SDA, were developed for the following target groups: dislocated workers, displaced homemakers, veterans, handicapped, and economically disadvantaged. Specialized occupational demand data (by county) has been generated to assist vocational education planners and to satisfy the information needs of the Career Information Delivery System (CIDS).

- To create and provide for the orderly growth of a data information environment which will assist Departmental staff in their management and administrative efforts, a five-year information processing plan was developed.

- To provide more immediate access to information sources the number of computer terminals and printers has been increased from 211 to 308 during 1984.

- To increase user involvement in the development and use of automated systems the Systems and Programming Unit has been restructured so that each of the three Department of Employment and Training Administrations will have at their disposal a permanently assigned team of programmer/analysts. The position of Information Center Coordinator has been established to assist employees who are not computer oriented in their use of "user-friendly" software packages.

Offices in Maryland offering
JOB TRAINING AND PLACEMENT SERVICES



Maryland has been divided into these 10 regions to make job training and placement service offices as convenient as possible. Locate those nearest to where you live. Remember, for information about training programs and whether you qualify for them call the office under the Service Delivery Area (SDA)/Private Industry Council (PIC) heading. For information about actual jobs available, contact the DET office. For career counseling and information about other training programs, call the community college.

1. WESTERN MARYLAND
(Garrett, Allegany and Washington Counties)

SDA/PIC:
Western Maryland Consortium
P.O. Drawer D
Hagerstown, MD 21740

Washington County	791-3164
Allegany County	777-1221
Garrett County	334-4445

DET:

Cumberland	777-2188
Hagerstown	791-4700
Oakland	334-3072

Community Colleges:

Hagerstown Jr. College	790-2800*
Allegany Com. College	724-7700*
Garrett Com. College	287-6666*

2. FREDERICK COUNTY

SDA/PIC:
Frederick County Job Training Agency
1730 A North Market Street
Frederick, MD 21701
694-1174

DET:

Frederick	694-2183

Community College:

Frederick Community College	694-5240*

3. BALTIMORE METROPOLITAN
(Carroll, Anne Arundel, Howard Counties & Baltimore City)

SDA/PIC:
Neighborhood Progress Administration/
Office of Manpower Resources
701 St. Paul Street
Baltimore, MD 21202
396-3099

DET:

Annapolis	269-3941
Baltimore-Downtown	383-5187
Baltimore-Pimlico	383-4263
Westminster	848-9440
Ellicott City	461-3535
Glen Burnie	787-2335

Community Colleges:

Carroll County Branch Campus	876-3880*
Anne Arundel Community College	647-7100*
Howard Community College	992-4800*
Community College of Baltimore at	
Harbor Campus	396-0470*
Liberty Campus	396-0203*

4. BALTIMORE COUNTY

SDA/PIC:
(Call your local area)

Towson Employment and Training Office
1228 East Joppa Road
Towson, MD 21204
337-3833

Eastside Occupational Training Center
431 Eastern Boulevard
Baltimore, MD 21221
574-8800

Eastpoint Employment and Training Office
7930 Eastern Boulevard & Rolling Mill Road
Baltimore, MD 21224
288-0283

Arbutus Employment and Training Office
5200 Westland Blvd.
Baltimore, MD 21227
242-8540

Owings Mills Employment and Training Office
Garrison Forrest Shopping Center
Mini Library
Owings Mills, MD 21117
363-2370

Dundalk Employment and Training Office
30 Dunmanway
Baltimore, MD 21222
282-1684

Green Lights
23 West Susquehanna Avenue
Towson, MD 21204
494-4393

DET:

Towson	321-4062
Baltimore-Eastpoint	288-9050
Arbutus	242-8540

Community Colleges:

Catonsville Community College	455-6050*
Dundalk Community College	282-6700*
Essex Community College	682-6000*

5. SUSQUEHANNA REGION
(Harford and Cecil Counties)

SDA/PIC:
Private Industry Council
310 Green Street
P.O. Box 611
Havre de Grace, MD 21078
939-4240

DET:

Bel Air	836-4601
Elkton	398-3810

Community Colleges:

Cecil Community College	287-6060*
Harford Community College	836-4000*

6. MONTGOMERY COUNTY

SDA/PIC:
Montgomery Community College/JTPA
Takoma Park Campus
7600 Takoma Avenue
P.O. Box 87
Takoma Park, MD 20912
587-4080, ext. 265, 266 or 267

DET:

Wheaton	949-5627

Community College:

Montgomery College at Rockville	279-5000*
Takoma Park	587-4090*
Germantown	972-2000*

7. PRINCE GEORGE'S COUNTY

SDA/PIC:
Private Industry Council
311 68th Place
Seat Pleasant, MD 20743
350-9760, extension 100 or 101

DET:

College Park	441-2121

Community College:

Prince George's Community College	336-6000*

8. SOUTHERN MARYLAND
(Charles, Calvert & St. Mary's Counties)

SDA/PIC:
(Call your local area)

St. Mary's County Job Service/JTPA
P.O. Box 440
Leonardtown, MD 20650
475-5597

Charles County Job Service/JTPA
P.O. Box 9
Waldorf, MD 20601
645-8720

Calvert County Job Service/JTPA
P.O. Box 508
Prince Frederick, MD 20678
535-3042

DET:

Leonardtown	475-8300
Prince Frederick	535-1156
Waldorf	645-8710

Community Colleges:

Charles County Community College	934-2251*
Calvert Branch	535-5455*
St. Mary's Branch	863-6681*

9. UPPER SHORE
(Kent, Queen Anne's, Talbot, Caroline & Dorchester Counties)

SDA/PIC:
Upper Shore Private Industry Council
P.O. Box 8
Wye Mills, MD 21679
822-1716
From Talbot & Caroline Counties: 822-5400
From Queen Anne's & Kent Counties: 758-1537

DET:

Chestertown	778-3525
Easton	822-3030
Denton	479-1160
Cambridge	228-0700

Community Colleges:

Chesapeake College	228-5754*
Cambridge Satelite Center	
Glasgow Street	
Cambridge, MD 21613	
From Trappe:	476-3016*

10. LOWER SHORE
(Wicomico, Worcester, & Somerset Counties)

SDA/PIC:
(Call your local area)

Somerset County Job Service/JTPA
P.O. Box 471
Crisfield, MD 21817
968-0440

Wicomico County Job Service/JTPA
P.O. Box 2337
Salisbury, MD 21801
543-6665

Worcester County Job Service/JTPA
P.O. Box 289
Snow Hill, MD 21863
632-1886

DET:

Ocean City	289-6177
Salisbury	543-6657
Snow Hill	632-1886
Crisfield	968-0440

Community College:

Wor-Wic Tech Community College	749-8181*

*Ask to speak to the *Career Counseling Office* at the Community College.

BEST COPY AVAILABLE

LOCAL EMPLOYMENT AND TRAINING FACTS

The State of Maryland is divided into Baltimore City and twenty-three counties. The Department of Employment and Training has offices and operates programs in each subdivision. This section focuses on the impact that DET local offices and programs have on economic and labor market conditions within the city and each county.

The political subdivisions are placed in alphabetical order and the local information includes:

Each office's location, mailing address, telephone number, and manager;

A thumbnail sketch of economic and labor market conditions;

A graphic comparison of unemployment rates during the past two State fiscal years;

Highlights of local office program activity;

Fiscal Year 1984 service totals for the Job Service and Unemployment Insurance programs (Note: The Employment and Training Fiscal Year 1984 for Job Service ran from 10-1-83 through 6-30-84 and the Unemployment Insurance Fiscal Year 1984 ran from 7-1-83 through 6-30-84); and

Occupations with a large projected growth through 1990.

For more detailed information the individual offices or the local Economic and Community Development agencies may be contacted. If further Department of Employment and Training material is needed, the following materials are available through the Division of Research and Analysis:

- Maryland Labor Market Dimensions (Monthly)
- Labor Market Analysis (Current and Projected through 1990)
- Affirmative Action Data (Annual)
- Employment and Payrolls Covered by the Unemployment Insurance Law of Maryland (Quarterly/Annual)
- Zoned Employment and Unemployment Statistics (Annual)
- Labor Force, Employment, and Unemployment by Place of Residence (Monthly/Annual)
- Unemployment Insurance Claimant Distribution by Industry (Monthly)
- Claims Processed for Unemployment Insurance Benefits (Weekly)
- Occupational Wage Information (Annual)

Allegany County, Maryland

Local Employment and Training Facts

CUMBERLAND LOCAL OFFICE

239 North Mechanic Street
Employer Services (301) 777-2169

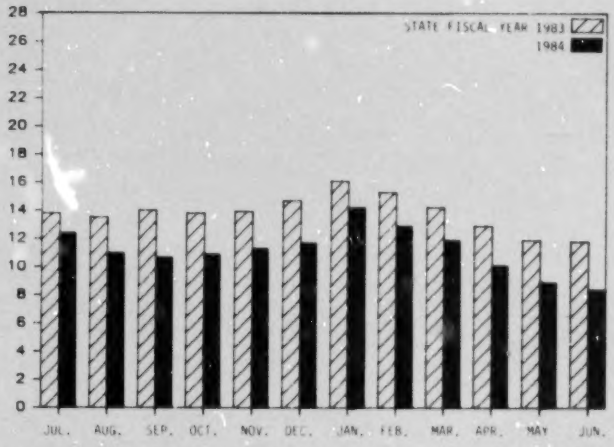
P.O. Box 1717

Cumberland, Maryland 21501
K. O. Nelson, Manager

With its heavy dependence upon the recession sensitive manufacturing sector, the employment situation in Allegany County improved rather slowly through fiscal year 1984. Between the fourth quarters of 1982 and 1983, employment in manufacturing had declined by over 12% and accounted for almost all of the net job loss in the county. This situation was further exacerbated in the first quarter of 1984 by the permanent closing of the Celanese facility near Cumberland, costing approximately 400 jobs. The county's fortunes did not show marked improvement until April, 1984 when Kelly-Springfield Tire Company began major recalls of hourly employees. The rate of unemployment declined from 11.8% in June, 1983 to 8.4% in June, 1984.

In spite of the high unemployment, the Cumberland office continued to meet its job placement goals. Also the office, in conjunction with other local agencies, opened Maryland's first Dislocated Worker Center. The Center provided multiple services from unemployment insurance to referrals for retraining.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	2,723
Individuals Counseled	128
Individuals Tested	313
Job Development Contacts	165
Individuals Placed	717
Veterans Placed	133
UI Claimants Placed	206
TJTC Vouchers	978

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	13,554
Weeks Claimed	98,169
Total Payout	$ 9,840,803
Average Weekly Payout	$ 121.00
Claimants Receiving Benefits	6,708
Average Duration of Claims (Weeks)	11.9
Claimants Exhausting Benefits	1,875

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Sales Clerk	468	Truck Driver	166
Carpenter	146	Heavy Equipment Operator	134
General Office Clerk	205	Janitors/Porters/Cleaners	374
Secretary	262	Nurses' Aide/Orderly	213
Nurse, Professional	217	Sewing Machine Operator, Garment	179
Waiter/Waitress	202	Retail Store Manager	165
Bookkeeper, Hand	131		

Anne Arundel County, Maryland

Local Employment and Training Facts

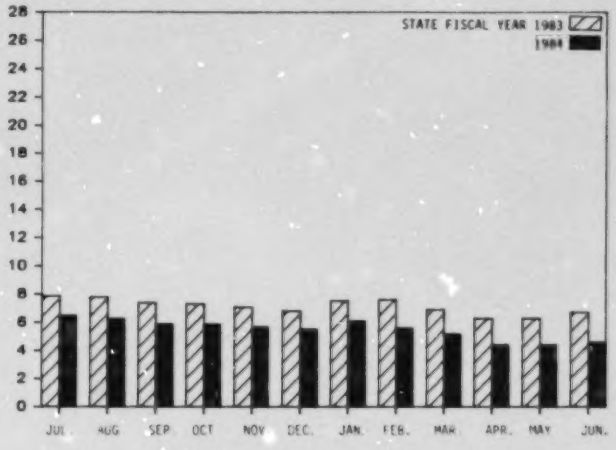
ANNAPOLIS LOCAL OFFICE
101 Old Solomons Island Road, P.O. Box 506
Annapolis, Maryland 21404
Employer Services (301) 269-3920
Sue Ellen Tingle, Manager

GLEN BURNIE LOCAL OFFICE
7500 Ritchie Highway, P.O. Box 284
Glen Burnie, Maryland 21061
Employer Services (301) 787-2330
James Basford, Manager

Anne Arundel County has shown remarkable resiliency in rebounding from the recession. Employment in all of the county's major industrial sectors, with the exception of government, has risen well above pre-recession levels. The opening of a number of new retail stores and restaurants has helped to generate a combined total of nearly 6,000 new jobs. These and other expansions have contributed to an overall decline in the county's unemployment rate from 6.7% in June, 1983 to 4.6% in June, 1984.

Anne Arundel County has two full-service DET offices. To keep pace with the county's business growth the Annapolis office relies on input from a Job Service Employer Advisory Committee. The Glen Burnie office was opened in January, 1983 and provides services to residents of the northern county area, southern Baltimore City, and western Baltimore County.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

ANNAPOLIS:	
Employment Applications	3,196
Individuals Counseled	154
Individuals Tested	66
Job Development Contacts	345
Individuals Placed	1,417
Veterans Placed	199
UI Claimants Placed	83
TJTC Vouchers	831
GLEN BURNIE:	
Employment Applications	3,636
Individuals Counseled	6
Individuals Tested	113
Job Development Contacts	59
Individuals Placed	653
Veterans Placed	112
UI Claimants Placed	158
TJTC Vouchers	258

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	4,754
Weeks Claimed	44,077
Total Payout	$4,104,968
Average Weekly Payout	$123.30
Claimants Receiving Benefits	2,022
Average Duration of Claims (Weeks)	15.6
Claimants Exhausting Benefits	619
Initial Claims	13,792
Weeks Claimed	114,094
Total Payout	$12,683,475
Average Weekly Payout	$126.11
Claimants Receiving Benefits	6,166
Average Duration of Claims (Weeks)	15.9
Claimants Exhausting Benefits	2,260

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Sales Clerk	1,766	Electrical/Electronic Engineer	1,100
Secretary	1,366	Janitors/Porters/Cleaners	1,836
General Office Clerk	1,070	Retail Store Manager	612
Cashier	624	Electrical/Electronic Technician	324
Guards/Doorkeepers	670	Electrical/Electronic Assembler	350

Baltimore City, Maryland

Local Employment and Training Facts

BALTIMORE JOB SERVICE OFFICE
1100 N. Eutaw Street, P.O. Box 552
Baltimore, Maryland 21201
Employer Services (301) 383-5186
Dennis Lanahan, Manager

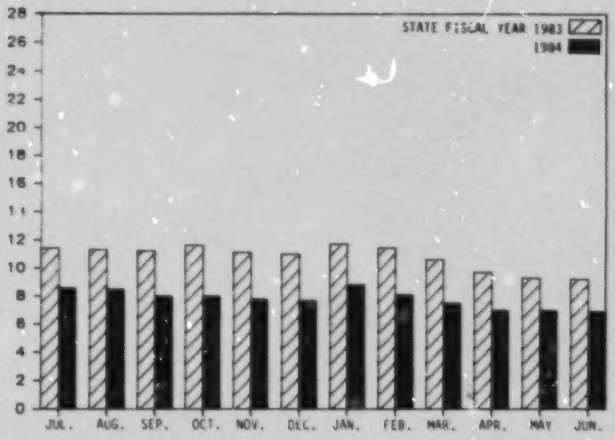
BALTIMORE UNEMPLOYMENT INSURANCE OFFICE
1100 N. Eutaw Street, P.O. Box 552
Baltimore, Maryland 21201
Inquiries (301) 383-6465
Elaine Stevens, Manager

PIMLICO LOCAL OFFICE
5242 Park Heights Avenue
Baltimore, Maryland 21215
Employer Services (301) 383-7873
Leonard Jones, Manager

The city's manufacuring sector, already beset by lingering layoffs in the auto industry, suffered another setback during 1983 with the announcement that Western Electric planned to close its Baltimore facility. The exodus of yet another old-line manufacturer is consistent with the changing character of the city's economic base. While job losses of this nature continued to blight the economic performance of the city's manufacturing industry through 1984, these losses have been countered by increases in services and trade industries. Over the past year, attempts to promote tourism have been realized through the opening of several new hotels. The additional employment opportunities generated through these and other economic development activities contributed to the overall decline in the city's unemployment rate from 9.2% in June, 1983 to 6.9% in June, 1984.

As a result of expansion in the services and trade industries, the Baltimore and Northwest Job Service offices have provided positive recruitment services to major merchandizing chains, fast food franchises, and an airlines company.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

BALTIMORE:	
Employment Applications	13,912
Individuals Counseled	284
Individuals Tested	1,329
Job Development Contacts	2,547
Individuals Placed	3,518
Veterans Placed	802
UI Claimants Placed	687
TJTC Vouchers	6,616
PIMLICO:	
Employment Applications	2,952
Individuals Counseled	106
Individuals Tested	91
Job Development Contacts	369
Individuals Placed	475
Veterans Placed	172
UI Claimants Placed	211
TJTC Vouchers	510

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	48,450
Weeks Claimed	409,553
Total Payout	$51,868,446
Average Weekly Payout	$114.16
Claimants Receiving Benefits	19,632
Average Duration of Claims (Weeks)	15.2
Claimants Exhausting Benefits	7,611
Initial Claims	15,234
Weeks Claimed	131,974
Total Payout	$13,311,634
Average Weekly Payout	$117.01
Claimants Receiving Benefits	6,117
Average Duration of Claims (Weeks)	18.2
Claimants Exhausting Benefits	3,082

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Nurse, Professional	5,526	Fast Food Service Worker	8,720
Secretary	7,090	Janitors/Porters/Cleaners	11,157
Waiter/Waitress	4,084	Nurses' Aide/Orderly	3,337
General Office Clerk	5,299	Guards/Doorkeepers	3,247
Cashier	2,764	Manager, Eating/Drinking Establ.	1,888

Baltimore County, Maryland

Local Employment and Training Facts

EASTPOINT LOCAL OFFICE
7930 Eastern Boulevard, P.O. Box 9917
Baltimore, Maryland 21224
Employer Services (301) 288-9050
Rebecca Tucker, Manager

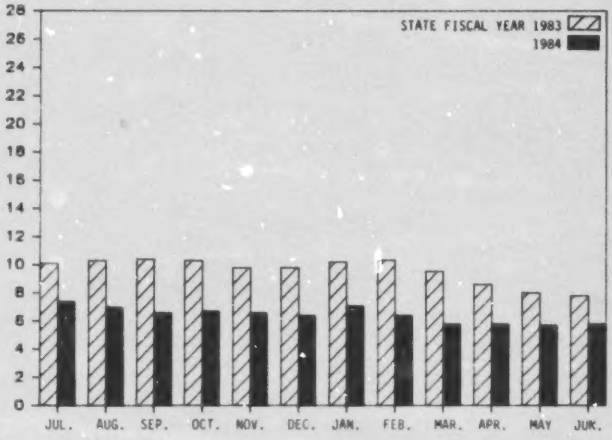
ARBUTUS JOB SERVICE OFFICE
5200 Westland Boulevard
Baltimore, Maryland 21227
Employer Services (301) 242-8540

TOWSON LOCAL OFFICE
1228 East Joppa Road, P.O. Box 9756
Baltimore, Maryland 21204
Employer Services (301) 321-4063
Dennis Yeagle, Manager

During the past year, improvements in Baltimore County's economic picture have been viewed with cautious optimism. While overall employment has increased and the county's jobless rate has declined noticeably from 7.8% in June, 1983 to 5.8% in June, 1984, not all industrial sectors or worker groups have shared in this prosperity. The county's manufacturing industry, which declined by nearly 6,000 jobs during the recession, suffered additional losses during 1983. The impact of these reductions continued to fall disproportionately upon the blue-collar workforce. Although this downward trend seems to have reversed itself somewhat during 1984, the industry as a whole has yet to show signs of a full-scale comeback.

Baltimore County has three offices. The Eastpoint, Towson and Arbutus offices serve the eastern, central and western sections of the county respectively. Each has improved coordination of services to the unemployed through co-location of staff with the County Occupational Training Administration. Eastpoint and Towson receive guidance from active Employer Advisory Committees.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

EASTPOINT:	
Employment Applications	8,395
Individuals Counseled	9
Individuals Tested	348
Job Development Contacts	1,007
Individuals Placed	1,338
Veterans Placed	312
UI Claimants Placed	421
TJTC Vouchers	1,347
TOWSON:	
Employment Applications	4,667
Individuals Counseled	216
Individuals Tested	307
Job Development Contacts	358
Individuals Placed	1,093
Veterans Placed	186
UI Claimants Placed	245
TJTC Vouchers	492

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	34,107
Weeks Claimed	359,769
Total Payout	$29,810,215
Average Weekly Payout	$128.52
Claimants Receiving Benefits	15,685
Average Duration of Claims (Weeks)	14.7
Claimants Exhausting Benefits	5,367
Initial Claims	12,487
Weeks Claimed	109,259
Total Payout	$12,165,408
Average Weekly Payout	$128.36
Claimants Receiving Benefits	6,087
Average Duration of Claims (Weeks)	15.6
Claimants Exhausting Benefits	2,148

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Sales Clerk	4,854	Nurses' Aide/Orderly	1,855
Nurse, Professional	2,079	Cashier	1,697
Truck Driver	1,131	Fast Food Service Worker	1,766
Secretary	2,684	Stock Clerk, Sales Floor	655
General Office Clerk	2,301	Retail Store Manager	1,297
Delivery/Route Worker	702	Waiter/Waitress	1,334

Calvert County, Maryland

Local Employment and Training Facts

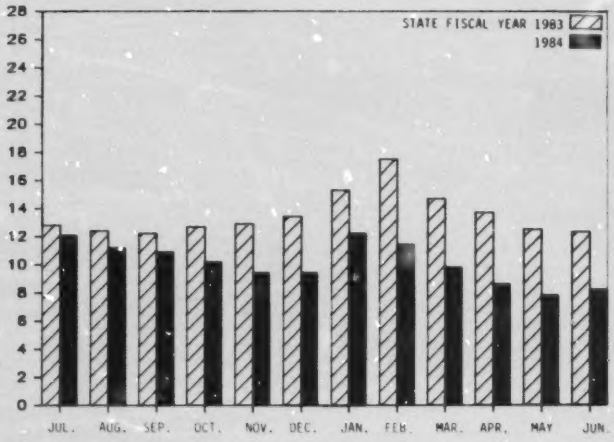
PRINCE FREDERICK LOCAL OFFICE

Fourth Street — P.O. Box 508 — Prince Frederick, Maryland 20678
Employer Services (301) 535-1556 — Donald Chriscoe, Manager

Economic growth marked the years of 1983/1984 in Calvert County. The county's small employment base (some 5,300 jobs) recorded mixed developments. Manufacturing losses were offset by strong gains in construction and services. Local expansion, plus creation of new jobs in neighboring counties, helped lower Calvert's unemployment rate from 12.3% in June, 1983 to 8.2% in June, 1984. The establishment of an Enterprise Zone in Prince Frederick during fiscal year 1984 has attracted several new employers to the county and should serve as a catalyst for future job growth.

The Prince Frederick office helped to meet the needs of the county's 993 unemployed in a labor force totaling 12,138. Through the Job Service Employer Advisory Committee, workshops were conducted for Calvert County employers on Targeted Jobs Tax Credits, the Unemployment Insurance Program and the tax advantages for businesses that locate in Enterprise Zones. As a result, the office has served as a primary recruiter for firms locating within Prince Frederick's Enterprise Zone.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	639
Individuals Counseled	5
Individuals Tested	0
Job Development Contacts	32
Individuals Placed	274
Veterans Placed	23
UI Claimants Placed	45
TJTC Vouchers	123

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	1,985
Weeks Claimed	22,503
Total Payout	$1,961,189
Average Weekly Payout	$123.66
Claimants Receiving Benefits	920
Average Duration of Claims (Weeks)	17.1
Claimants Exhausting Benefits	345

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Sales Clerk	81	Teacher, Secondary School	172
Cashier	55	Teacher, Elementary School	175
Secretary	61	Janitors/Porters/Cleaners	174
Nurses' Aide/Orderly	51	Kitchen Helper	48
General Office Clerk	47	Teacher Aide	37
Bus Driver, School	35	Carpenter	38

Caroline County, Maryland

Local Employment and Training Facts

DENTON LOCAL OFFICE

Fourth and Randolph Streets
Employer Services (301) 479-1160

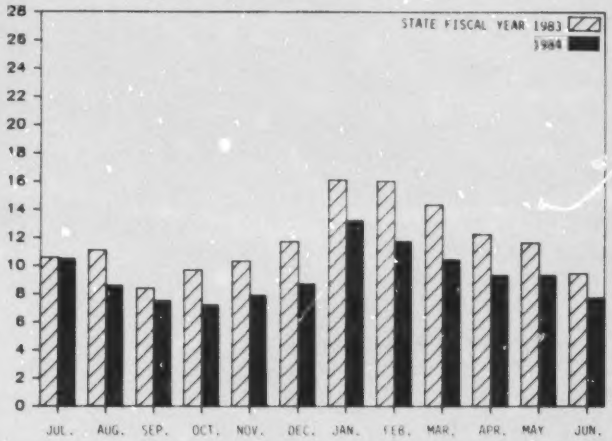
P.O. Box 159

Denton, Maryland 21629
Birdsal Bell, Supervisor

The transportation industry accounts for approximately 25 percent of Caroline County's employment, and the manufacturing industry accounts for 18 percent. Due to small additions of employment to these two industries and recent small additions to the services sector, Caroline's unemployment rate has receded from its June 1983 figure of 10.9 % to 7.8% in June, 1984. With the exception of transportation and manufacturing, the economy is largely dependent on agriculture. Because of this, the unemployment rate is generally higher than the State average and it is susceptible to seasonal fluctuations.

In order to provide Caroline County with more convenient services, DET opened the Denton Job Service office on December 5, 1983. The facility provides complete employment placement services five days a week and unemployment insurance services every Wednesday. During its first eleven months of service, the office placed 276 individuals in gainful employment.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	617
Individuals Counseled	0
Individuals Tested	0
Job Development Contacts	150
Individuals Placed	94
Veterans Placed	15
UI Claimants Placed	13
TJTC Vouchers	18

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	676
Weeks Claimed	5,762
Total Payout	$528,227
Average Weekly Payout	$107.39
Claimants Receiving Benefits	243
Average Duration of Claims (Weeks)	20.7
Claimants Exhausting Benefits	46

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Nurses' Aide/Orderly	32	Carpenter	30
Truck Driver	47	General Office Clerk	41
Secretary	44	Janitors/Porters/Cleaners	51
Retail Store Manager	31	Helper, Trades	19
Waiter/Waitress	19	Maintenance Repairer	16
Electrician	14		

Carroll County, Maryland

Local Employment and Training Facts

WESTMINSTER LOCAL OFFICE

532 Baltimore Boulevard
Employer Services (301) 876-2240

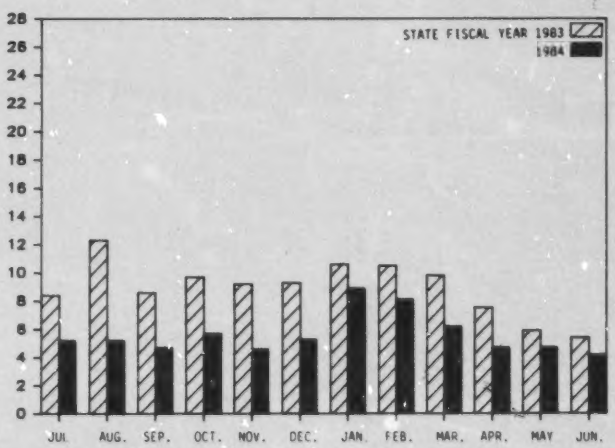
P.O. Box 270

Westminster, Maryland 21157
Theodora Stephen, Manager

As the recovery progressed in 1984, Carroll County's employment picture continued to show signs of renewed economic strength. Job growth in all of the county's major industrial sectors, with the exception of government and finance, has contributed to the county's economic upswing. The largest employment gains have occurred in construction, trade, and services. Employment in manufacturing, one of the county's principal sectors, also increased, albeit slowly. Concurrent with these developments, the county's unemployment rate has declined by a full percentage point over the year, registering 4.2% in June, 1984.

A major goal for the Westminster Job Service office has been to increase interagency cooperation in Carroll County. As a result, a meaningful, working relationship has developed with the local Service Delivery Area office, the Community College, Chamber of Commerce, Maryland Economic Development Commission, County government, Carroll County Economic Development Commission, and other agencies that provide services to the labor force.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	2,603
Individuals Counseled	95
Individuals Tested	40
Job Development Contacts	89
Individuals Placed	430
Veterans Placed	75
UI Claimants Placed	123
TJTC Vouchers	144

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	10,678
Weeks Claimed	55,442
Total Payout	$59,252.64
Average Weekly Payout	$123.11
Claimants Receiving Benefits	4,369
Average Duration of Claims (Weeks)	11.1
Claimants Exhausting Benefits	693

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Sales Clerk	388
Secretary	258
Carpenter	165
Nurse, Professional	242
General Office Clerk	196
Sewing Machine Operator, Garment	344
Truck Driver	152
Production Packager	145
Nurses' Aide/Orderly	215

Cecil County, Maryland

Local Employment and Training Facts

ELKTON LOCAL OFFICE

170 East Main Street
Employer Services (301) 398-3810

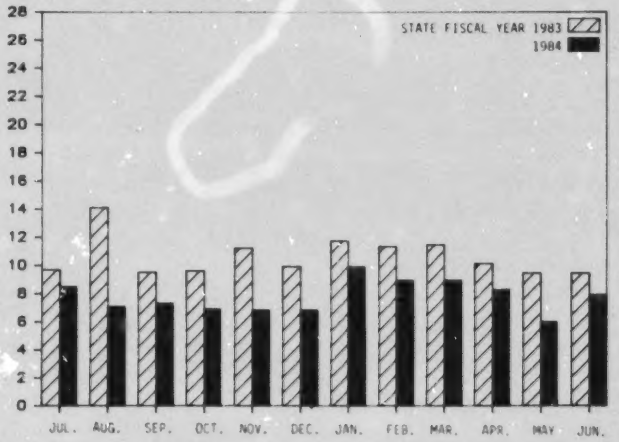
P.O. Box 250

Elkton, Maryland 21921
Herbert Rittenhouse, Manager

During the first part of 1983, Cecil County manufacturing employment lost approximately 700 jobs with the closing of Wiley Manufacturing, a shipyard at Port Deposit. During 1983 and 1984, other businesses within the manufacturing sector showed slow gains in employment. Somewhat larger gains took place in the services and retail trade industries and these are expected to continue. The June, 1984 unemployment rate of 8.0% compares favorably to the June, 1983 percentage of 9.4%.

The Elkton local office was able to successfully improve the timeliness of benefit payments to the area's unemployed by participating as a pilot office during the implementation of a computerized on-line benefit payment program. For the nine month program year ending June 30, 1984, the office accomplished 96% of its overall placement goal and 180% of its veteran placement goal. The Elkton office received the Unemployment Insurance Administration's award as the Outstanding Small Office in Maryland for 1983. During this same period, the office also co-located with JTPA staff, which has broadened the availability of services to all applicants.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	2,798
Individuals Counseled	63
Individuals Tested	114
Job Development Contacts	249
Individuals Placed	525
Veterans Placed	180
UI Claimants Placed	107
TJTC Vouchers	216

UNEMPLOYMENT INSURANCE TOTALS — 1984

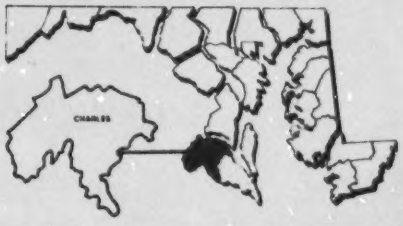
Initial Claims	5,771
Weeks Claimed	53,679
Total Payout	$3,697,765
Average Weekly Payout	$115.74
Claimants Receiving Benefits	2,110
Average Duration of Claims (Weeks)	14.7
Claimants Exhausting Benefits	700

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Nurses' Aide/Orderly	124	Truck Driver	102
Nurse, Professional	97	Service Station Attendant	75
Sales Clerk	158	Delivery/Route Worker	64
Teller	70	Janitors/Porters/Cleaners	182
Secretary	143	General Office Clerk	126
Retail Store Manager	94		

Charles County, Maryland

Local Employment and Training Facts



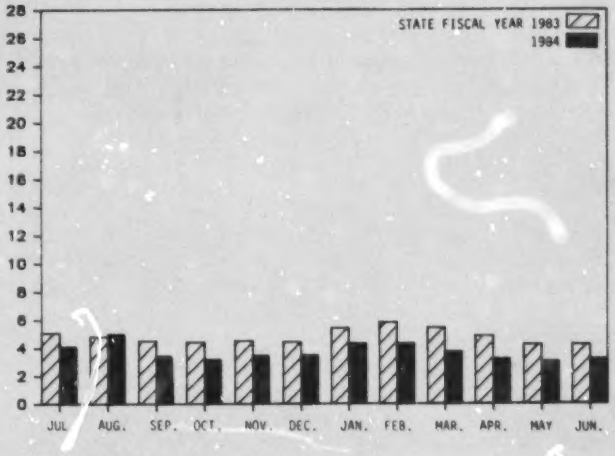
WALDORF LOCAL OFFICE

Annapolis Federal Savings & Loan Building — P.O. Box 9 — Waldorf, Maryland 20601
Employer Services (301) 645-8710 — Kenneth Duffield, Manager

Charles County continues to move from an agriculturally based economy to a service oriented one. As part of the normally stable Washington metropolitan area, it has experienced significant economy-wide growth during the 1983/1984 period. Bolstered by a national recovery, the burgeoning private sector's gains have easily surpassed the modest increase recorded in government jobs. Growth was evidenced particularly in consumer-sensitive services and trade, with heightened demand for all types of building construction, which has improved employment in that sector. Unemployment, meanwhile, has dropped from a moderate 4.2% of the labor force in June, 1983 to only 3.2% in June, 1984.

The Waldorf Job Service office is deeply involved in the positive economic growth of Charles County. To meet its job placement goals during program year 1984, the office effectively utilized its Job Service Employer Advisory Committee to establish priority personnel needs of area employers. The Job Service office is also the location of the local Job Training Partnership Act program.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	1,065
Individuals Counseled	12
Individuals Tested	2
Job Development Contacts	233
Individuals Placed	276
Veterans Placed	35
UI Claimants Placed	32
TJTC Vouchers	339

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	4,045
Weeks Claimed	37,835
Total Payout	$3,639,699
Average Weekly Payout	$128.39
Claimants Receiving Benefits	1,642
Average Duration of Claims (Weeks)	16.3
Claimants Exhausting Benefits	563

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Sales Clerk	293
Secretary	181
Cashier	118
Nurses' Aide/Orderly	67
Insurance Sales Agent	45
General Office Clerk	181
Janitors/Porters/Cleaners	211
Retail Store Manager	105
Delivery/Route Worker	53

Dorchester County, Maryland

Local Employment and Training Facts

CAMBRIDGE LOCAL OFFICE

503 Race Street
Employer Services (301) 228-0700

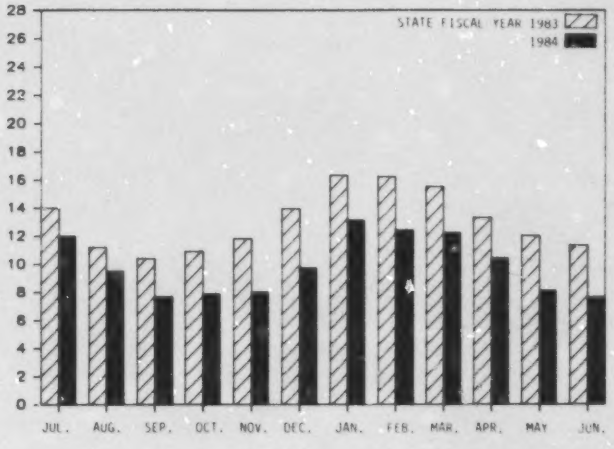
P.O. Box 719

Cambridge, Maryland 21613
William Barnes, Manager

Almost half of Dorchester County's employment is concentrated in the manufacturing industry. During 1983/1984 this sector has been recovering from the recent recession. Some food processing operations which had been sold or closed have now reopened and many workers have been recalled. Efforts are currently being directed toward a downtown Cambridge revitalization project and a new shopping mall which will expand employment opportunities in the retail trade sector. The June, 1984 unemployment rate of 7.7% compares favorably to a June, 1983 unemployment rate of 11.3%

The Cambridge Job Service Office serves a Dorchester County labor force of approximately 15,314 persons. During the recent economic recovery, five new companies have moved into the county and have used the Job Service exclusively for hiring 105 individuals. The office coordinates activities with area employers through a Job Service Employer Advisory Committee, and it houses Upper Shore Service Delivery Area staff to provide applicants with the widest range of employment and training opportunities at one location.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	1,299
Individuals Counseled	90
Individuals Tested	189
Job Development Contacts	293
Individuals Placed	492
Veterans Placed	90
UI Claimants Placed	105
TJTC Vouchers	114

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	5,719
Weeks Claimed	33,152
Total Payout	$2,601,766
Average Weekly Payout	$90.30
Claimants Receiving Benefits	1,999
Average Duration of Claims (Weeks)	14.9
Claimants Exhausting Benefits	425

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Production Packager	279	Assembler	192
Truck Driver	68	Washer/Separator, Food	69
Carpenter	60	Janitors/Porters/Cleaners	144
Maintenance Repairer	49	Industrial Truck Operator	41
Helper, Trades	45	Sales Clerk	77

Frederick County, Maryland

Local Employment and Training Facts

FREDERICK LOCAL OFFICE

100 West Patrick Street
Employer Services (301) 694-2181

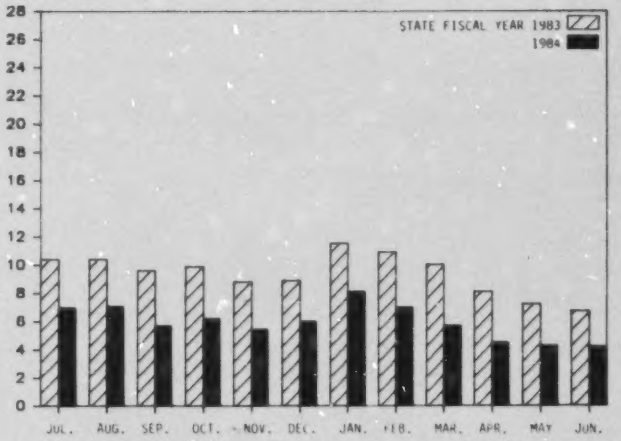
P.O. Box 700

Frederick, Maryland 21701
Gary Wiedel, Manager

Employment expanded significantly in Frederick County through fiscal year 1984. Between the fourth quarters of 1982 and 1983 alone, employment grew in every major industrial category, adding nearly 2,500 jobs and boosting quarterly wages by more than ten million dollars. The process continued through this fiscal year, pushing the unemployment rate down from 6.7% in June, 1983 to 4.2% in June, 1984. Major advances occurred in retail trade, construction, and services which together comprised over 74% of the growth. Manufacturing also faired well with the addition of several small high-technology firms.

The Frederick Local Office facilitated the county's economic expansion through positive recruitment when mass hirings occurred in high technology, fast food, and lodging establishments. Promotional exhibits and presentations were given at Frederick Community College, at twenty-one area schools, and at numerous service club meetings.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	2,949
Individuals Counseled	86
Individuals Tested	40
Job Development Contacts	404
Individuals Placed	785
Veterans Placed	156
UI Claimants Placed	161
TJTC Vouchers	333

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	7,290
Weeks Claimed	33,745
Total Payout	$3,985,800
Average Weekly Payout	$123.20
Claimants Receiving Benefits	3,110
Average Duration of Claims (Weeks)	10.2
Claimants Exhausting Benefits	416

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Sales Clerk	831	Janitors/Porters/Cleaners	599
Secretary	492	General Office Clerk	425
Waiter/Waitress	333	Fast Food Service Worker	279
Truck Driver	224	Electrical/Electronic Engineer	181
Cashier	258	Electrical/Electronic Technician	158
Carpenter	196	Nurse, Professional	234

Garrett County, Maryland

Local Employment and Training Facts

OAKLAND LOCAL OFFICE

216 E. Adler Street
Employer Services (301) 334-3972

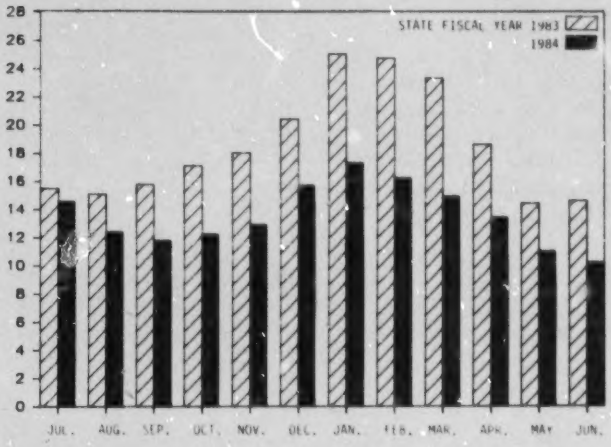
P.O. Box 69

Oakland, Maryland 21550
Gladys Anderson, Manager

Garrett County's unemployment rate declined from 14.6% in June, 1983 to 10.2% in June, 1984. Nevertheless, the June, 1984 rate remained more than twice that of the State and actual employment advanced only marginally. The county relies heavily on seasonal tourism and coal mining as major sources of employment, but even between the fourth quarters of 1982 and 1983 employment in these important sectors remained unchanged, while total industrial employment actually declined. In an effort to redress this situation, an Enterprise Zone was established in Garrett County in December, 1983.

Faced with high unemployment during 1983/1984 the Oakland Job Service office joined in a cooperative effort with Garrett Community College, the Career Opportunity Program and the Western Maryland Consortium to retrain unemployed dislocated workers. The unemployment insurance unit maintained a quality benefit payment program ranking within the top 25% of offices Statewide during one of the highest periods of unemployment in history.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	1,346
Individuals Counseled	126
Individuals Tested	83
Job Development Contacts	16
Individuals Placed	243
Veterans Placed	37
UI Claimants Placed	43
TJTC Vouchers	72

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	7,148
Weeks Claimed	40,699
Total Payout	$3,435,430
Average Weekly Payout	$120.54
Claimants Receiving Benefits	1,728
Average Duration of Claims (Weeks)	17.4
Claimants Exhausting Benefits	689

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Sales Clerk	172
Truck Driver	103
Cashier	89
Nurses' Aide/Orderly	74
Retail Store Manager	66
Heavy Equipment Operator	186
Janitors/Porters/Cleaners	180
Secretary	78
General Office Clerk	69
Sewing Machine Operator, Garment	101

Harford County, Maryland

Local Employment and Training Facts

BEL AIR LOCAL OFFICE

2 S. Bond Street
Employer Services (301) 836-4602

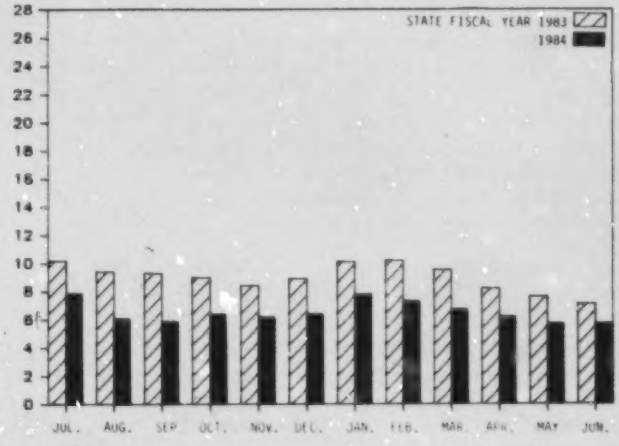
P.O. Box 689

Bel Air, Maryland 21014
Geraldean Worthington, Manager

During 1984, Harford County's economy continued to show signs of steady recovery. Higher levels of consumer confidence, coupled with a rise in personal income, contributed to a positive movement in the county's construction, trade, and services industries. Manufacturing employment, while still below its pre-recession level, increased steadily in response to recent recalls. The establishment of new businesses in the Riverside Industrial Park and Boxhill Square Mall has also helped to boost employment. Aided by these increases, the county's jobless rate registered just 5.7% in June, 1984 down from 7.1% in June, 1983.

The Bel Air Job Service office assisted in meeting the needs of the county's 4,558 unemployed in a labor force totaling 73,309. For example, a Job Search Workshop, scheduled each month, assisted applicants in their job search techniques. During 1984, the county's eight Middle Schools and twelve High Schools were visited for certification and registration of summer students for Targeted Job Tax Credit and Job Training Partnership Act employment opportunities.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	3,232
Individuals Counseled	304
Individuals Tested	214
Job Development Contacts	165
Individuals Placed	757
Veterans Placed	262
UI Claimants Placed	204
TJTC Vouchers	1,587

UNEMPLOYMENT INSURANCE TOTALS — 1984

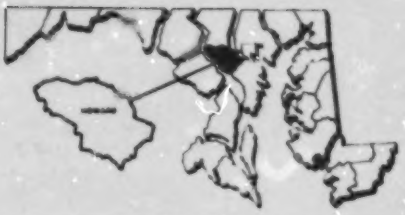
Initial Claims	11,180
Weeks Claimed	68,778
Total Payout	$7,595,435
Average Weekly Payout	$124.88
Claimants Receiving Benefits	4,746
Average Duration of Claims (Weeks)	12.4
Claimants Exhausting Benefits	1,041

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Sales Clerk	614	Secretary	678
General Office Clerk	647	Typist	387
Retail Store Manager	308	Cashier	291
Nurse, Professional	298	Nurses' Aide/Orderly	255
Systems Analyst	135	Fast Food Service Worker	208

Howard County, Maryland

Local Employment and Training Facts



ELLICOTT CITY LOCAL OFFICE

3450 Court House Drive
Employer Services (301) 461-3535

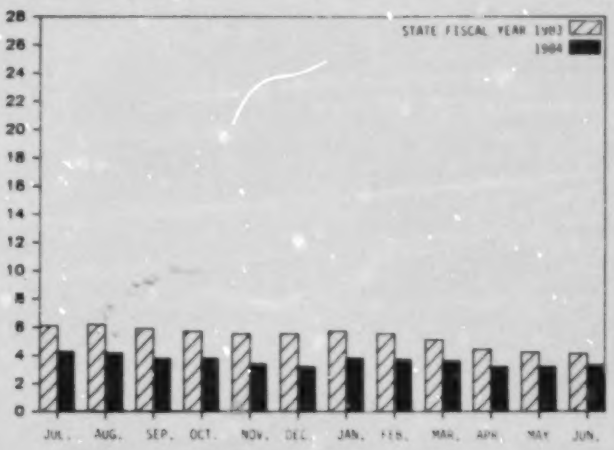
John Carroll Building

Ellicott City, Maryland 21043
Nancy Roberts, Supervisor

Howard County's strategic location between Baltimore and Washington has fostered the development of an income base which exhibits both stability and growth. This stability, fueled by a service-oriented economy, has provided the impetus for tremendous residential and commercial development in the county. Over the past year, a number of companies—CGR, Martin Marietta, Electro Nucleonics—have relocated their operations within county industrial parks. This increase in business activity, coupled with a noticeable rise in construction and manufacturing employment, has prompted a decline in the county's unemployment rate from 4.1% in June, 1983 to 3.3% in June, 1984.

The Ellicott City Job Service office has sought to increase services to the Howard County labor force by increasing program coordination with employers and governmental/educational institutions. The Job Service staff is co-located with local Service Delivery Area personnel, shares direct links with Howard Community College and the Board of Education and works with local businesses through the Employment Planning Council.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	328
Individuals Counseled	13
Individuals Tested	6
Job Development Contacts	85
Individuals Placed	75
Veterans Placed	13
UI Claimants Placed	15
TJTC Vouchers	39

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	3,044
Weeks Claimed	22,078
Total Payout	$2,823,976
Average Weekly Payout	$131.34
Claimants Receiving Benefits	1,451
Average Duration of Claims (Weeks)	14.6
Claimants Exhausting Benefits	403

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Sales Clerk	759	Janitors/Porters/Cleaners	883
Secretary	740	Fast Food Service Worker	655
Installer/Repairer	336	General Office Clerk	588
Cashier	505	Waiter/Waitress	422
Nurse, Professional	291	Electrical/Electronic Technician	2,430

Kent County/
Queen Anne's County, Maryland
Local Employment and Training Facts

CHESTERTOWN LOCAL OFFICE
281 E. High Street P.O. Box 528
Chestertown, Maryland 21620
Employer Services (301) 778-3525
William Mulligan, Manager

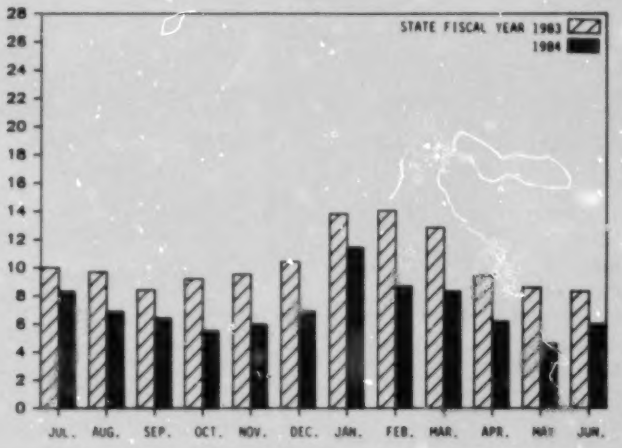
GRASONVILLE ITINERANT OFFICE
Main Street P.O. Box 528
Chestertown, Maryland 21620
Employer Services (301) 827-6116

KENT COUNTY

As the economic recovery progressed, Kent County's employment expanded by approximately 500 new jobs since June, 1983 and the unemployment rate continued to fall accordingly. The June, 1983 rate of 8.3% fell to 6.0% in June, 1984. The largest sources of new jobs have been in the services and retail trade industries which were positively affected by an area hospital, Washington College, and many fine restaurants.

Because of its geographical proximity to a sizeable portion of Queen Anne's County, the Chestertown Job Service office serves residents from both Kent and Queen Anne's Counties. The office fulfilled a vital role for the bi-county labor force of 18,806 workers by attaining its job placement goal for program year 1984 and by maintaining an outstanding record for timely payments of unemployment insurance benefits during the past four years. To maximize its impact on local businesses, the office works closely with the Upper Shore Private Industry Council and the Chestertown Job Service Employer Advisory Committee to provide trained and job ready applicants.

UNEMPLOYMENT RATES

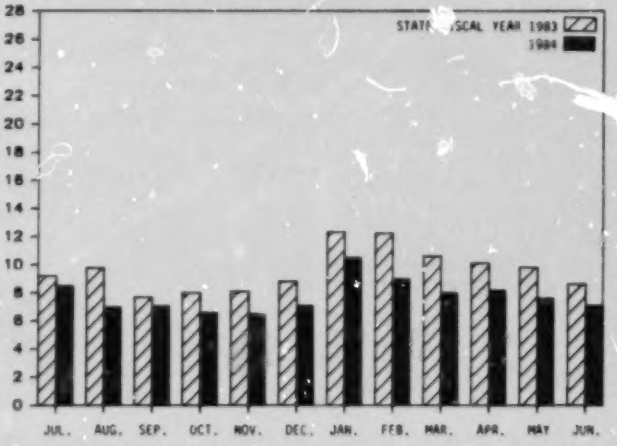


QUEEN ANNE'S COUNTY

Lower Queen Anne's County has become a residential community for urban commuters. Increases in the county's population have caused employment to expand in the construction, retail trade, and services sectors. Additional housing, supermarkets and shopping malls are currently being developed. The June, 1983 unemployment rate of 8.6% compares to a June, 1984 rate of 7.2%. However, the food processing and seafood industries exert an influence on other areas of the county, and Queen Anne's local labor force continues to be affected by seasonal unemployment.

Most of the county's non-commuting labor force receives the full range of Job Service and Unemployment Insurance Services at the Chestertown local office. For the convenience of those residents in the lower county, DET operates an itinerant office in Grasonville every Wednesday. Recently, local office staff were commended in letters of appreciation for participating in "Career Days" at Queen Anne's County high schools.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

KENT/QUEEN ANNE'S COUNTY

Employment Applications	1,898
Individuals Counseled	34
Individuals Tested	151
Job Development Contacts	200
Individuals Placed	511
Veterans Placed	56
UI Claimants Placed	101
TJTC Vouchers	198

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	3,461
Weeks Claimed	24,847
Total Payout	$1,944,574
Average Weekly Payout	$102.41
Claimants Receiving Benefits	1,339
Average Duration of Claims (Weeks)	14.2
Claimants Exhausting Benefits	410

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

KENT COUNTY

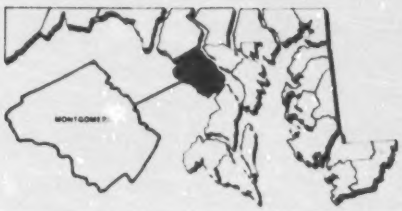
Sales Clerk	93	Janitors/Porters/Cleaners	82
General Office Clerk	58	Secretary	52
Waiter/Waitress	48	Cashier	46
Delivery/Route Worker	31	Retail Store Manager	40
Maintenance Repairer	29	Teacher, Secondary School	41
Teacher, Elem./Preschool	44	Truck Driver	22
Kitchen Helper	26	Helper, Trades	23

QUEEN ANNE'S COUNTY

Secretary	47	General Office Clerk	36
Cashier	35	Poultry Dresser/Eviscerator	30
Waiter/Waitress	31	Retail Store Manager	29
Stock Clerk	24	Food Preparation Worker	24
Bookkeeper, Hand	24		

Montgomery County, Maryland

Local Employment and Training Facts



WHEATON LOCAL OFFICE

Wheaton Plaza Shopping Center
Employer Services (301) 949-5627

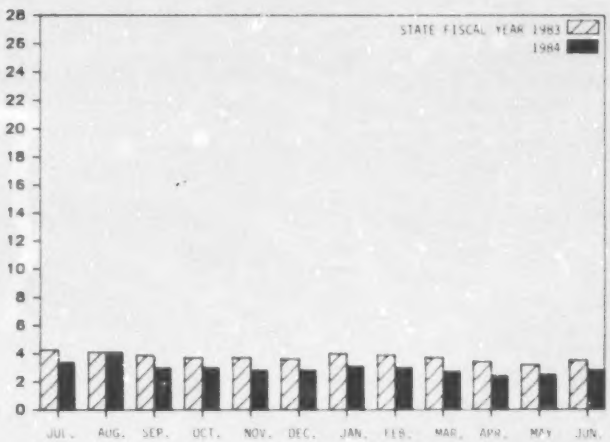
P.O. Box 1317

Wheaton, Maryland 20902
James Parkins, Manager

Healthy employment gains, coupled with modest labor force growth, marked the 1983/1984 period for Montgomery County. Jobs proliferated in the private sector, led by a surge in construction and a surprisingly strong showing by manufacturing. The county's huge services division advanced at an average rate but added the most new jobs of any industry. The already low unemployment rate of 3.5% in June, 1983 receded to 2.8% in June, 1984. Consistently posting the State's lowest jobless rate, Montgomery is reaching the point where scattered labor shortages are becoming a reality.

In order to assist county employers to avoid labor shortages the Wheaton Job Service office has provided over thirty businesses with positive recruitment services. To meet labor force and high tech industry needs, the office is also working with the Technical Occupations Employment Group and the Corporation for Technical Training. This coordinated effort utilizes computer-based technology to assess and refer qualified persons to training and jobs within the Washington area's advanced technology industry.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

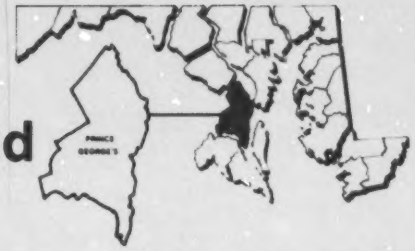
Employment Applications	5,217
Individuals Counseled	158
Individuals Tested	333
Job Development Contacts	229
Individuals Placed	1,632
Veterans Placed	247
UI Claimants Placed	116
TJTC Vouchers	219

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	16,529
Weeks Claimed	117,861
Total Payout	$11,632,985
Average Weekly Payout	$132.79
Claimants Receiving Benefits	5,356
Average Duration of Claims (Weeks)	15.8
Claimants Exhausting Benefits	1,585

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Secretary	4,883	Janitors/Porters/Cleaners	5,594
General Office Clerk	3,808	Sales Clerk	4,108
Guards/Doorkeepers	3,691	Computer Programmer	1,268
Systems Analyst	1,156	Fast Food Service Worker	2,625
Typist	2,039	Electrical/Electronic Engineer	1,096
Waiter/Waitress	1,632	Nurse, Professional	1,497
Keypunch Operator	1,156		



Prince George's County, Maryland

Local Employment and Training Facts

COLLEGE PARK LOCAL OFFICE

6321 Greenbelt Road
Employer Services (301) 441-2106

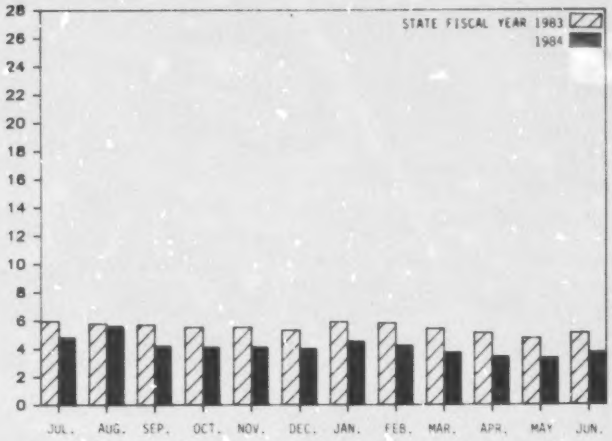
P.O. Box 1901

College Park, Maryland 20740
Paulette Watkins-Nelson, Manager

Fiscal year 1984 was a time of solid employment growth in Prince George's County. Construction, retail trade, and services experienced sizable gains, while manufacturing and finance/insurance/real estate advanced only moderately. This aggregate job expansion eclipsed a limited labor force increase and unemployment declined from 5.1% in June, 1983 to 3.7% in June, 1984. As part of the economically stable Washington metropolitan area, Prince George's County always has one of the State's lowest unemployment rates.

To service the personnel needs of county employers, the College Park office has revitalized its Job Service Employer Advisory Committee Program to receive more direct input from county businesses as to how services may be improved. During program year 1984, the office performed positive recruitment for over sixty employers, many of which were high tech industries. In March, 1984 DET's Unemployment Insurance Administration pilot tested a new, computerized, on-line data entry system in the College Park office. The new system improves the processing time for benefit payments.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	4,786
Individuals Counseled	135
Individuals Tested	125
Job Development Contacts	291
Individuals Placed	1,317
Veterans Placed	230
UI Claimants Placed	146
TJTC Vouchers	891

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	18,551
Weeks Claimed	148,810
Total Payout	$15,744,357
Average Weekly Payout	$126.74
Claimants Receiving Benefits	7,138
Average Duration of Claims (Weeks)	16.6
Claimants Exhausting Benefits	2,693

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Sales Clerk	5,228	Janitors/Porters/Cleaners	3,426
General Office Clerk	3,426	Secretary	2,593
Cashier	1,736	Retail Store Manager	1,559
Truck Driver	932	Delivery/Route Worker	778
Guards/Doorkeepers	1,400	Waiter/Waitress	981
Stock Clerk, Sales Floor	649	Fast Food Service Worker	1,062

St. Mary's County, Maryland

Local Employment and Training Facts

LEONARDTOWN LOCAL OFFICE

Church & Lawrence Streets
Employer Services (301) 475-8300

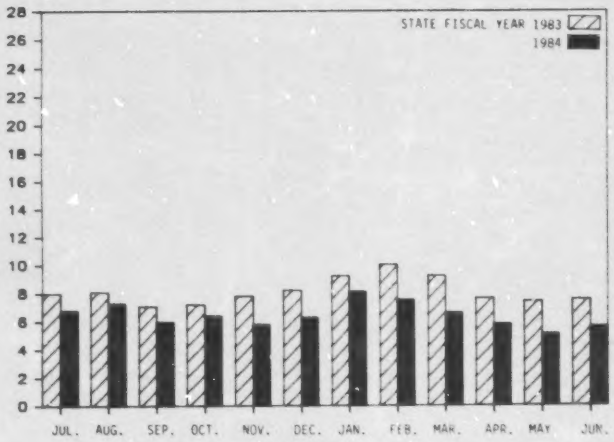
P.O. Box 440

Leonardtown, Maryland 20650
William Greene, Manager

Vigorous growth characterized the economy of St. Mary's County during fiscal year 1984. Job gains outpaced labor force expansion, causing the unemployment rate to drop from 7.5% in June, 1983 to 5.6% in June, 1984. Much of this positive development is attributed to the Patuxent Naval Air Station. While government jobs at the base have increased, the more notable trend is the sizable growth in private contractual employment at Patuxent accompanying the current defense build-up. Federal contractors providing the navy with computer and engineering services as well as non-professional trades are flourishing. Local labor shortages for skilled technical and professional workers often lead these employers to recruit outside the county. The resulting migration will stimulate population and economic growth as long as defense spending remains strong.

In order to insure maximum particpation of local work force members in the economic upswing, the Leonardtown Job Service office has actively recruited local workers through positive recruitment efforts with area companies.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	1,584
Individuals Counseled	90
Individuals Tested	44
Job Development Contacts	114
Individuals Placed	398
Veterans Placed	33
UI Claimants Placed	41
TJTC Vouchers	345

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	2,153
Weeks Claimed	21,089
Total Payout	$1,852,710
Average Weekly Payout	$119.80
Claimants Receiving Benefits	896
Average Duration of Claims (Weeks)	15.9
Claimants Exhausting Benefits	265

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Secretary	163	Janitors/Porters/Cleaners	263
Sales Clerk	178	General Office Clerk	146
Cashier	94	Retail Store Manager	80
Truck Driver	65	Delivery/Route Worker	34

Somerset County, Maryland

Local Employment and Training Facts

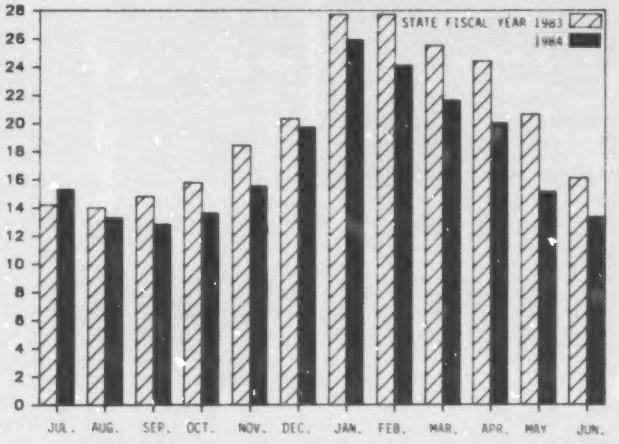
CRISFIELD LOCAL OFFICE
930 W. Main Street, P.O. Box 471
Crisfield, Maryland 21817
Employer Services (301) 968-0440
John Pyle, Manager

PRINCESS ANNE ITINERANT OFFICE
Beechwood Street, P.O. Box 471
Crisfield, Maryland 21817
Employer Services (301) 651-0801

Somerset County's economy is dependent upon the agriculture, food processing, and seafood industries. The customs and conditions of these industries, which cause extreme seasonal variations, and the existence of few job opportunities in the manufacturing and retail trade sectors combine to create the highest unemployment rate for any county in the State. The June, 1983 figure of 16.1% compares to a June, 1984 rate of 13.4%. A state prison, which is currently under construction, is expected to add a total of 1,500 permanent jobs to the county by 1987 (700 of which are State jobs) and an estimated 3,000 construction jobs between now and 1987.

In order to maximize opportunities for the county's jobless, the Crisfield and Princess Anne Job Service offices formed an Employer Advisory Committee in March, 1984. This, plus increased coordination with job training, economic development, human service, and education organizations, is targeted to train and obtain employment for county residents during the construction and opening of a new 1,500 bed state prison.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	1,030
Individuals Counseled	25
Individuals Tested	22
Job Development Contacts	157
Individuals Placed	323
Veterans Placed	44
UI Claimants Placed	55
TJTC Vouchers	294

UNEMPLOYMENT INSURANCE TOTALS — 1984

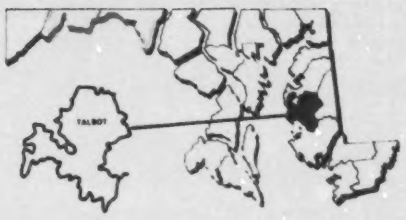
Initial Claims	3,198
Weeks Claimed	27,539
Total Payout	$2,092,978
Average Weekly Payout	$85.03
Claimants Receiving Benefits	1,328
Average Duration of Claims (Weeks)	18.9
Claimants Exhausting Benefits	514

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Secretary	115	Caseworker	70
Delivery/Route Worker	56	General Office Clerk	64
Truck Driver	64	Typist	52
Teacher, Elem./Preschool	60	Janitors/Porters/Cleaners	71
Nurse, Professional	42	Correctional Officers	500

Talbot County, Maryland

Local Employment and Training Facts



EASTON LOCAL OFFICE

341 N. Aurora Street
Employer Services (301) 822-3030

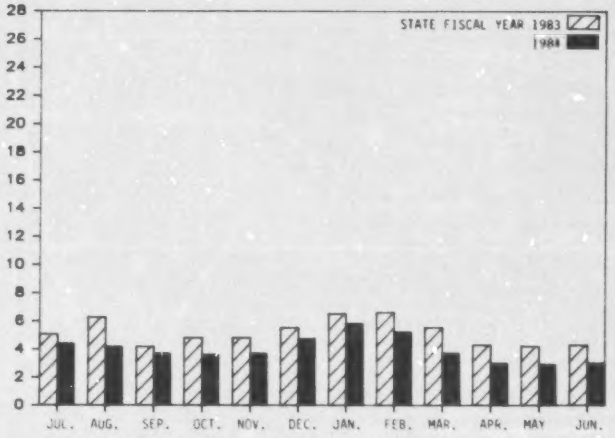
P.O. Box 1089

Easton, Maryland 21601
Lindsay Clendaniel, Manager

Talbot County, which has the most miles of developed waterfront property of any county in Maryland, maintains one of the lowest unemployment rates in the State. A secure base of retail trade establishments and fine restuarants offer year-round employment opportunities. In addition, a large portion of the county's work force is employed in services industries, especially health services, due to a recent expansion of health care and retirement facilities. Other positive developments for the local economy have included expansion of several stable manufacturing businesses which have helped to lower the county's June, 1983 unemployment rate of 4.3% to a June, 1984 rate of 3.0%.

The Easton Job Service office, with its staff of five employees received the Department of Labor Regional Administrator's Award for Job Service Productivity in FY 1984 for "Superior Performance" over all other Maryland Job Service offices.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	3,663
Individuals Counseled	70
Individuals Tested	1,359
Job Development Contacts	649
Individuals Placed	1,223
Veterans Placed	145
UI Claimants Placed	183
TJTC Vouchers	399

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	3,633
Weeks Claimed	20,501
Total Payout	$1,765,965
Average Weekly Payout	$102.40
Claimants Receiving Benefits	1,524
Average Duration of Claims (Weeks)	14.1
Claimants Exhausting Benefits	231

OCCUPATIONS WITH A LARGE GROWTH THROUGH 1990

Sales Clerk	166	Nurses' Aide/Orderly	79
Nurse, Professional	83	Waiter/Waitress	91
Secretary	99	Food Preparation Worker	68
Typist	52	Industrial Truck Operator	27
Machine Assembler	30	Cashier	71

Washington County, Maryland

Local Employment and Training Facts

HAGERSTOWN LOCAL OFFICE

401 E. Antietam Street
Employer Services (301) 791-4700

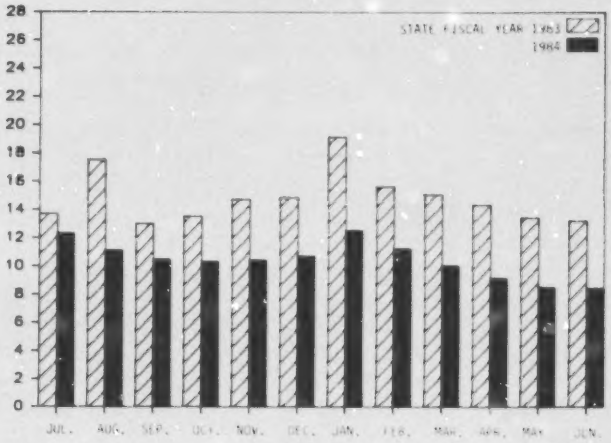
P.O. Box 1099

Hagerstown, Maryland 21740
Samuel Pruett, Manager

The years 1983/1984 were a time of change for Washington County. In the first quarter 1984, the community suffered the loss of Fairchild industries which had been a large, long-term employer paying top wages to its manufacturing labor force. However, more than 600 new jobs were created in the county by the expansion of local firms and an influx of new industry. This, coupled with the strong national economic rebound, has actually contributed to a lowering of the county's unemployment rate from 13.2% in June, 1983 to 8.4% in June, 1984.

The Hagerstown local office helped to meet the needs of the county's 5,851 unemployed in a labor force totaling 55,036. For example, the office received the Unemployment Insurance Administration's award as the best large office operation in Maryland for 1983, and the Job Service sponsored a workshop on the tax incentives and loan benefits of Enterprise Zone legislation for twenty-five employers.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	2,098
Individuals Counseled	252
Individuals Tested	259
Job Development Contacts	64
Individuals Placed	738
Veterans Placed	173
UI Claimants Placed	136
TJTC Vouchers	480

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	13,554
Weeks Claimed	98,169
Total Payout	$9,840,803
Average Weekly Payout	$121.00
Claimants Receiving Benefits	6,708
Average Duration of Claims (Weeks)	11.9
Claimants Exhausting Benefits	1,875

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Truck Driver	476	Sales Clerk	600
Secretary	496	General Office Clerk	464
Janitors/Porters/Cleaners	646	Delivery/Route Worker	232
Carpenter	246	Helper, Trades	258
Cashier	320	Nurses' Aide/Orderly	260

Wicomico County, Maryland

Local Employment and Training Facts

SALISBURY LOCAL OFFICE

Route 50 & Cypress Street
Employer Services (301) 543-6640

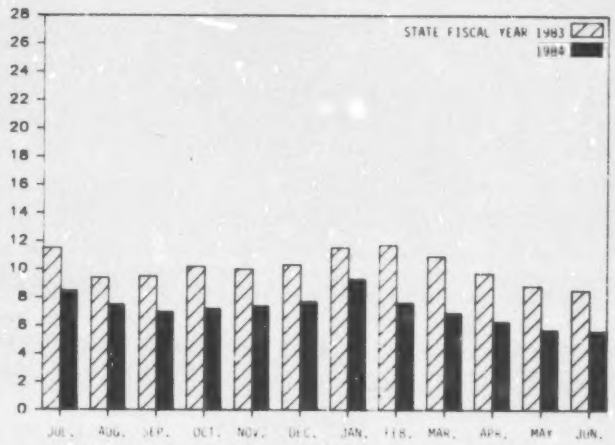
P.O. Box 2337

Salisbury, Maryland 21801
Richard Matthews, Manager

With the exception of the summer months, Wicomico County is the most heavily populated county on the Eastern Shore. Its county seat, Salisbury, serves as the hub for the entire Lower Eastern Shore. As a result, the retail trade and services sectors have been steadily expanding to meet consumer needs. Concurrently, the county's manufacturing industry has been recovering from the recent recession. As a result, the June, 1984 unemployment rate of 5.6% compares favorably with the June 1983 figure of 8.5%.

The Salisbury Job Service office has helped to foster the county's prosperity. Through its Employer Advisory Committee, it has developed a close association with the county's Economic Development office by having its Director as the chairperson of the advisory committee. The resulting job placement success has received special recognition by the U.S. Department of Labor. For two of the past four years, personnel within the office's Unemployment Insurance (UI) Unit have received the UI Administration's Outstanding Employee Award.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	4,244
Individuals Counseled	64
Individuals Tested	519
Job Development Contacts	879
Individuals Placed	1,056
Veterans Placed	223
UI Claimants Placed	236
TJTC Vouchers	534

UNEMPLOYMENT INSURANCE TOTALS — 1984

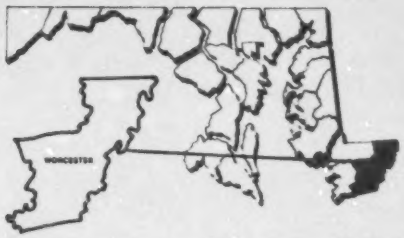
Initial Claims	6,878
Weeks Claimed	44,466
Total Payout	$3,736,515
Average Weekly Payout	$103.92
Claimants Receiving Benefits	2,804
Average Duration of Claims (Weeks)	12.5
Claimants Exhausting Benefits	741

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Sales Clerk	614	Janitors/Porters/Cleaners	377
Secretary	291	General Office Clerk	243
Retail Store Manager	200	Truck Driver	142
Nurse, Professional	204	Nurses' Aide/Orderly	178
Cashier	166	Waiter/Waitress	138

Worcester County, Maryland

Local Employment and Training Facts



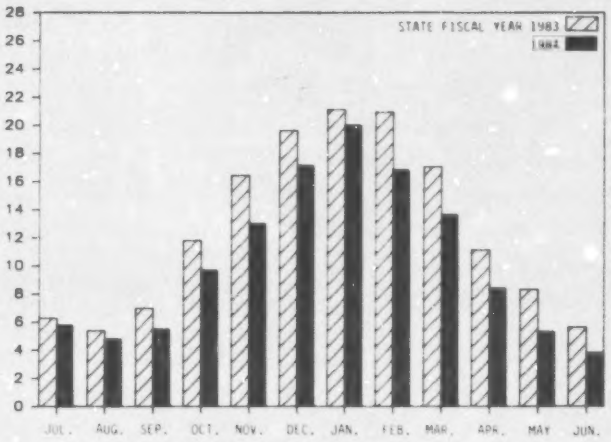
SNOW HILL LOCAL OFFICE
422 W. Market Street P.O. Box 289
Snow Hill, Maryland 21863
Employer Services (301) 632-1886
Gene Theroux, Manager

OCEAN CITY ITINERANT OFFICE
702 N. Philadelphia Avenue P.O. Box 779
Ocean City, Maryland 21842
Employer Services (301) 289-6177
Mary Mason, Supervisor

Worcester County's economy is comprised primarily of agriculture, food processing, and tourist industries. Due to the nature of these industries, the county's labor force is affected by a high degree of seasonality. For example, in January, 1984 employment totaled 11,579 and in June, 1984 it totaled 21,030. Practically all the gain was in the retail trade and services industries. Construction is also a significant element in the local economy as Ocean City continues to grow. The annual average employment for 1982 was 14,964 and for 1983 it was 15,596.

Because of the seasonal nature of the county's economy, the Snow Hill office's Unemployment Insurance Unit annually serves a significant portion of the county's labor force. For the year 1983 the unit received the Unemployment Insurance Administration's award for achieving the timely First Payment of Benefits goal for each month. Since October 1, 1982 the county's Job Service offices in Ocean City and Snow Hill have each achieved their annual placement goals for fiscal years 1983/84.

UNEMPLOYMENT RATES



JOB SERVICE TOTALS — 1984

Employment Applications	3,386
Individuals Counseled	90
Individuals Tested	23
Job Development Contacts	194
Individuals Placed	1,679
Veterans Placed	241
UI Claimants Placed	202
TJTC Vouchers	75

UNEMPLOYMENT INSURANCE TOTALS — 1984

Initial Claims	4,039
Weeks Claimed	36,046
Total Payout	$3,048,588
Average Weekly Payout	$97.64
Claimants Receiving Benefits	1,994
Average Duration of Claims (Weeks)	15.9
Claimants Exhausting Benefits	494

OCCUPATIONS WITH A LARGE PROJECTED GROWTH THROUGH 1990

Sales Clerk	461	Waiter/Waitress	408
Retail Store Manager	163	Janitors/Porters/Cleaners	458
Cashier	166	Kitchen Helper	146
Short Order Cook	117	Teacher, Elem./Preschool	97
Secretary	113	Bookkeeper	87
General Office Clerk	102	Stock Clerk, Warehouse	54
Cook, Restaurant	100	Delivery/Route Worker	43

JOB TRAINING PARTNERSHIP ACT INFORMATION

PERFORMANCE AND FUNDING

Job Training Partnership Act legislation requires that programs be implemented locally. In order to facilitate this the Governor, with the advice of his Employment and Training Council (GETC), established ten local service delivery areas (SDAs) in Maryland.

The Department of Employment and Training (DET) acts as the distributor of Federal training funds to the SDAs. The bulk of the funds, such as those allotted under Title II-A, are distributed using a formula required by the Job Training Partnership Act. The formula is based on the number of unemployed and disadvantaged persons who reside in each SDA. Once the funds are allotted, it is the responsibility of the Private Industry Council within each SDA to determine how they are to be expended locally. DET provides technical assistance for local program implementation and monitors program performance.

This section includes:

- Listing of the Principal Individuals involved with SDA program policy and implementation,
- Titles of the Job Training Partnership Act,
- Total Funds Received for PY '84 (7/1/84 - 6/30/85),
- Graphic display of Source and Distribution of Funds for PY '84.
- Summary Chart of the Allocation of Funds for PY '84,
- Selected Statewide Program Results for Fiscal Year 1984 (10/1/83 - 6/30/84),
- Title II-A Performance Standards and Actual SDA Performance for FY '84,
- Specialized Program Descriptions of the Job Training Placement Administration.

JOB TRAINING PARTNERSHIP ACT

PARTICIPANTS WITHIN THE SERVICE DELIVERY AREA SYSTEM AS OF OCTOBER 1, 1984

Service Delivery Area	Counties Included	Chief Elected Official	Private Industry Council Chair	Chief Administrative Officer
Baltimore Metropolitan Manpower Consortium	Baltimore City Anne Arundel Howard Carroll	William D. Schaefer James Lighthizer J. Hugh Nichols John Armacost	J. Henry Butta	Marion Pines
Baltimore County		Donald Hutchinson	Paul Causey	Robert Hannon
Prince George's County		Parris N. Glendening	John Rhoads	Joseph Puhalla
Western Maryland Consortium	Washington Allegany Garrett	Ronald Bowers Arthur Bond Ernest Gregg	Siebert Shifler	Peter Thomas
Montgomery County		Charles W. Gilchrist	Walter S. Almeda	Ray Snowden
Susquehanna Region	Harford Cecil	Habern Freeman Frank Ragan	C. Ronald Levison	Dale Ziegler
Lower Shore	Wicomico Worcester Somerset	Henry S. Parker Roland E. Powell Dennett L. Butler	William Greenwood	Dennis Gillman
Upper Shore	Kent Queen Anne's Caroline Talbot Dorchester	Mary Roe Walkup Oscar Schulz Earl Bell Herbert Andrew, III William Wingate	Edward Evans	Gerald Biiderback
Southern Maryland	Charles Calvert St. Mary's	Marland Deon William T. Bowen George R. Aud	Richard E. Heise	James Mayola
Frederick County		Galen Clagett	Walter J. VanBrunt	Michael Stovall

'19

80

TITLES OF THE JOB TRAINING PARTNERSHIP ACT

TITLE I — JOB TRAINING PARTNERSHIP

PART A	—	Service Delivery System
PART B	—	Additional State Responsibilities
PART C	—	Program Requirements for Service Delivery System
PART D	—	Federal and Fiscal Administrative Responsibilities
PART E	—	Miscellaneous Provisions

TITLE II — TRAINING SERVICES FOR THE DISADVANTAGED

PART A	—	Adult and Youth Programs
PART B	—	Summer Youth Employment and Training Programs

TITLE III — EMPLOYMENT AND TRAINING ASSISTANCE FOR DISLOCATED WORKERS

TITLE IV — FEDERALLY ADMINISTERED PROGRAMS

PART A	—	Employment and Training Programs for Native Americans and Migrant and Seasonal Farm Workers
PART B	—	Job Corps
PART C	—	Veterans Employment Policy
PART D	—	National Activities
PART E	—	Labor Market Information
PART F	—	National Commission for Employment Policy
PART G	—	Training to Fulfill Affirmative Action Obligations

TITLE V — MISCELLANEOUS PROVISIONS

JOB TRAINING PARTNERSHIP ACT

TOTAL FUNDS RECEIVED (MARYLAND)

July 1, 1984 - June 30, 1985

TITLE II-A - TRAINING SERVICES FOR THE DISADVANTAGED ..... **$ 24,028,772**

Basic Grants to Service Delivery Areas **$ 21,286,136**

Under JTPA, States are required to distribute 78 percent of Title II-A funds directly to Service Delivery Areas, based on a formula specified in the law. These funds are used to provide a variety of training and employment services to enable economically disadvantaged individuals to obtain productive employment. Although the State is responsible for overseeing the program, the actual decisions on the types of training and services being provided are made jointly by the area's Private Industry Council and local elected officials. At least 70 percent of these funds must be spent on training.

Older Worker Training Programs ..... **$ 777,782**

Three percent of the funds received by the State under Title II-A of the JTPA are to be used solely for training economically disadvantaged persons at least 55 years of age. Based on recommendations of the Governor's Employment and Training Council, 75 percent of these funds are being allocated among the Service Delivery Areas based on the percentage of the State's disadvantaged elderly population residing in each area. The remaining 25 percent is retained by the State for special demonstration programs developed in conjunction with the State Office on Aging.

Education Coordination and Grants ..... **$ 1,964,874**

The Job Training Partnership Act provides that eight percent of the funds available to the State under Title II-A be used by State educational agencies for providing services and for facilitating the coordination of educational training services for eligible participants. In Maryland, these funds have been awarded to the Maryland State Department of Education and the Maryland State Board for Community Colleges who will, in conjunction with local Private Industry Councils and elected officials, determine the services to be provided in each area. There is a matching requirement for 80 percent of these funds. The Maryland State Department of Education and the Maryland State Board for Community Colleges are planning to utilize these in the Service Delivery Areas and have allocated their monies appropriately.

TITLE II-B - SUMMER YOUTH EMPLOYMENT AND TRAINING PROGRAMS ..... **$ 14,214,336**

Title II-B of the JTPA provides a summer program specifically for economically disadvantaged youth. These funds are passed through directly to the Service Delivery Areas based on a Federal formula. The local Private Industry Councils and elected officials may use the funds for summer jobs or other job training activities designed to give employment to youth or prepare them for employment.

TITLE III - EMPLOYMENT AND TRAINING ASSISTANCE - DISLOCATED WORKERS ..... **$ 2,310,480**

Funds received under Title III are to be used to provide retraining and other employment assistance to those who have been terminated or laid off and are unlikely to return to their previous industry or occupation. Based on recommendations from the Governor's Employment and Training Council, and consistent with the provisions of the Maryland Job Training Partnership Act, 75 percent of these funds are allocated to local Service Delivery Areas to meet the needs of dislocated workers in their areas. The remaining 25 percent is retained by the State for statewide services or emergency assistance in the event of a major plant closing.

TITLE IV-C - VETERANS EMPLOYMENT PROGRAMS ..... **$ 255,000**

Funding under this Title is received through a grant application process. The figure of $255,000 represents $110,000 allocated for the period February 1, 1984 through January 31, 1985 and $145,000 which is pending grant approval for the period February 1, 1985 through January 31, 1986. The funds are used in a cooperative effort with the Maryland Vietnam Leadership Program to strengthen the veterans employment and training communication and outreach network and to provide job training opportunities for veterans who are not eligible for other JTPA funded programs.

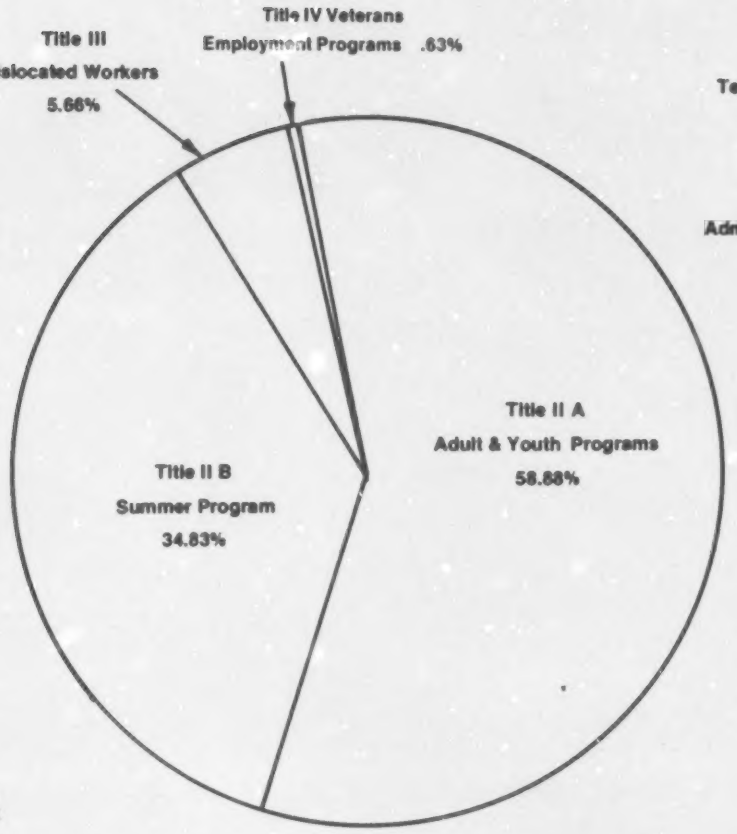
TOTAL FUNDS RECEIVED ..... **$ 40,808,583**

January, 1985

Maryland Department of Employment and Training

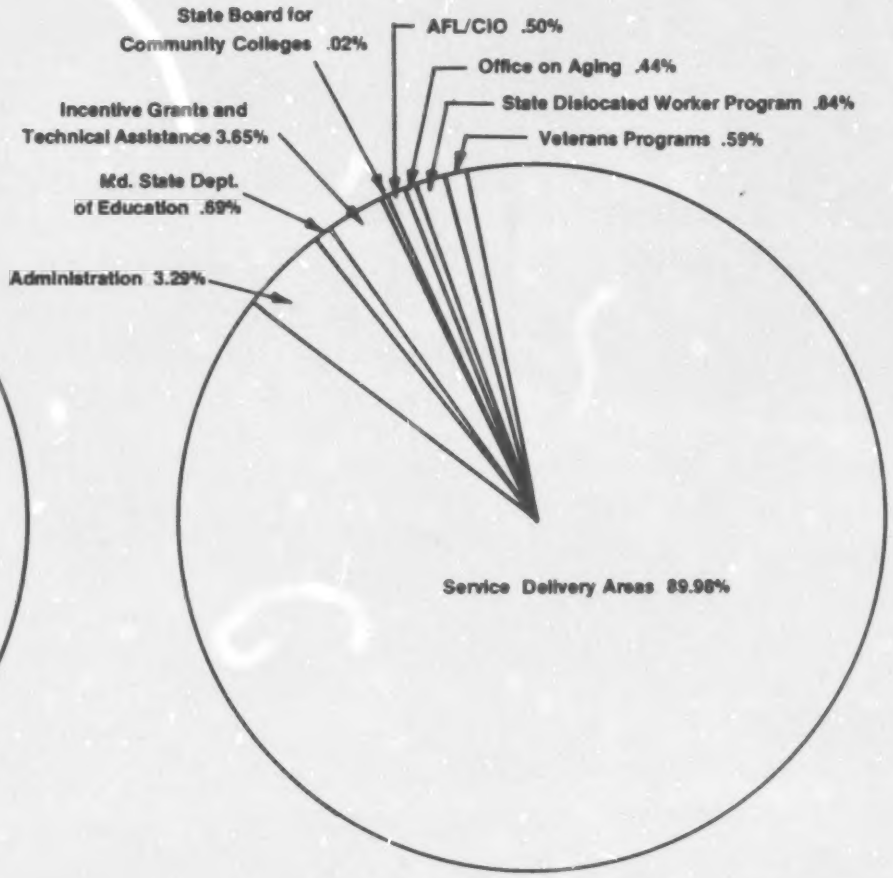
Job Training Partnership Act
Source of Funds

7/1/84 - 6/30/85



Job Training Partnership Act
Distribution of Funds

7/1/84 - 6/30/85



JOB TRAINING PARTNERSHIP ACT

SUMMARY CHART ALLOCATION OF FUNDS

July 1, 1984 — June 30, 1985

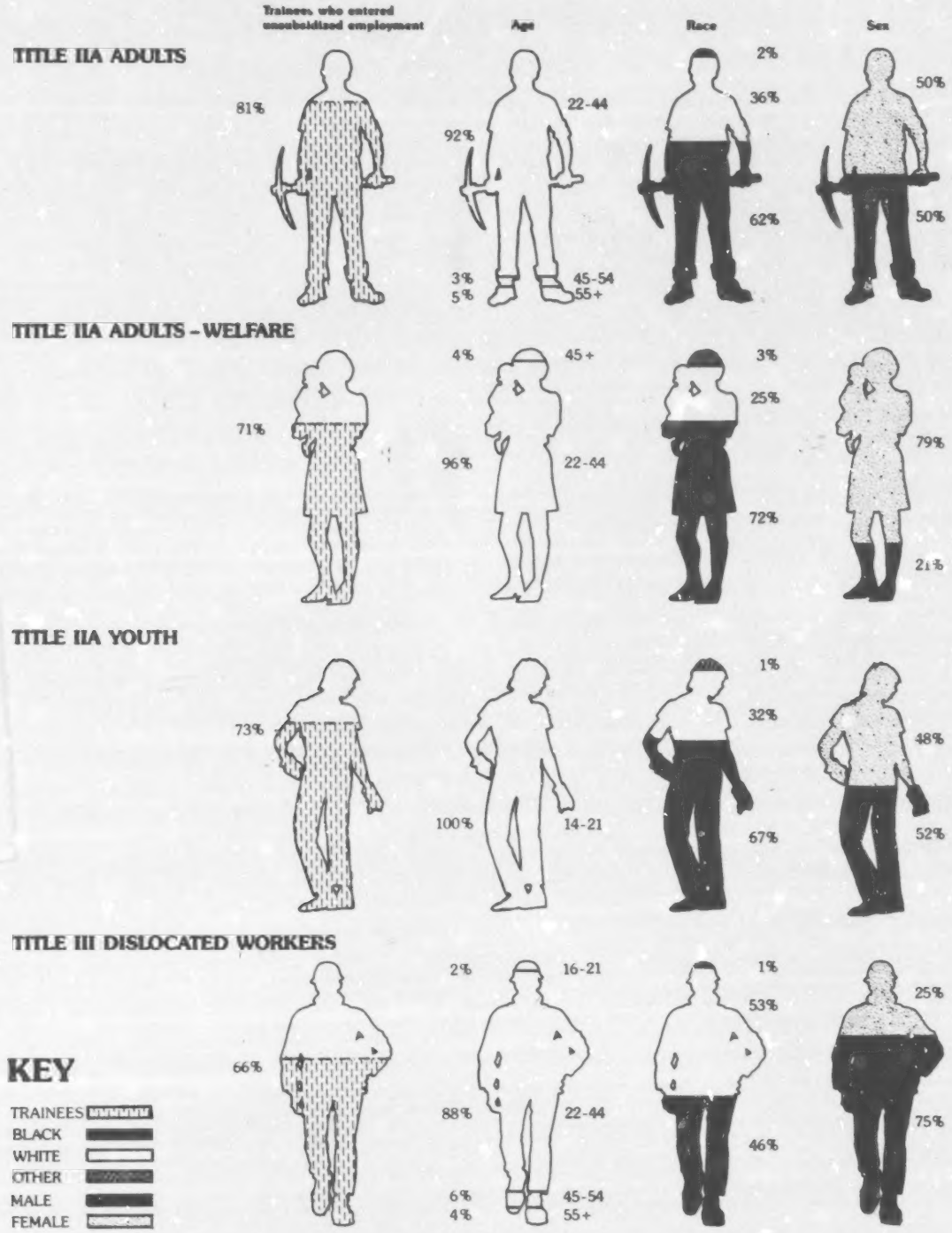
Service Delivery Area	Basic Grants	Title II-A Older Worker Training	Education Coordination	Title II-B Summer Youth Employment and Training	Title III Dislocated Workers	Total Grants
Baltimore Metropolitan Manpower Consortium	$ 9,244,963	$ 282,821		$ 6,714,336	$ 643,182	$ 16,885,302
Baltimore County	3,442,506	55,330		1,712,157	346,704	5,556,697
Prince George's County	1,725,929	40,766		1,482,149	175,686	3,424,530
Western Maryland Consortium	2,263,610	50,767		1,240,323	162,271	3,716,971
Montgomery County	511,929	29,450		754,018	110,971	1,406,368
Susquehanna Region	1,198,676	21,125		592,138	84,999	1,896,938
Lower Shore	1,001,725	29,884		494,846	65,091	1,591,546
Upper Shore	797,821	33,837		429,007	50,978	1,311,643
Southern Maryland	613,811	23,903		555,693	50,871	1,244,278
Frederick County	485,165	15,438		239,668	42,017	782,288
Statewide Programs					577,620	577,620
Office on Aging		194,441				194,441
Department of Education			1,473,655			1,473,655
Board of Community Colleges			491,219			491,219
Veterans IV-C *						255,000
TOTAL	$ 21,286,136	$ 777,762	$ 1,964,874	$ 14,214,336	$ 2,310,480	$ 40,808,588

*Individual Service Delivery Area estimates are inappropriate for this statewide program. This figure represents the $ 110,000 allocated for the period 2/1/84 - 1/31/85 and the $ 145,000 which is pending grant approval for the period 2/1/85 - 1/31/86.

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

Job Training Partnership Act – Selected Statewide Program Results

October 1, 1983 – June 30, 1984



MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

JOB TRAINING PARTNERSHIP ACT
SELECTED PERFORMANCE GOALS UNDER TITLE II-A BASIC GRANTS

Adult Goals

ENTERED EMPLOYMENT RATE
The number of adults who enter employment as a percentage of the number of adults terminated

COST PER ENTERED EMPLOYMENT
The total expenditures on services for adults divided by the number of adults who entered employment

AVERAGE WAGE AT PLACEMENT
The average wage for adults who entered employment at the time of termination

WELFARE ENTERED EMPLOYMENT RATE
The number of adult welfare recipients who entered employment at termination as a percentage of the number of adult welfare recipients who were terminated

Youth Goals

ENTERED EMPLOYMENT RATE
The number of youth who entered employment at termination as a percentage of number of youth terminated

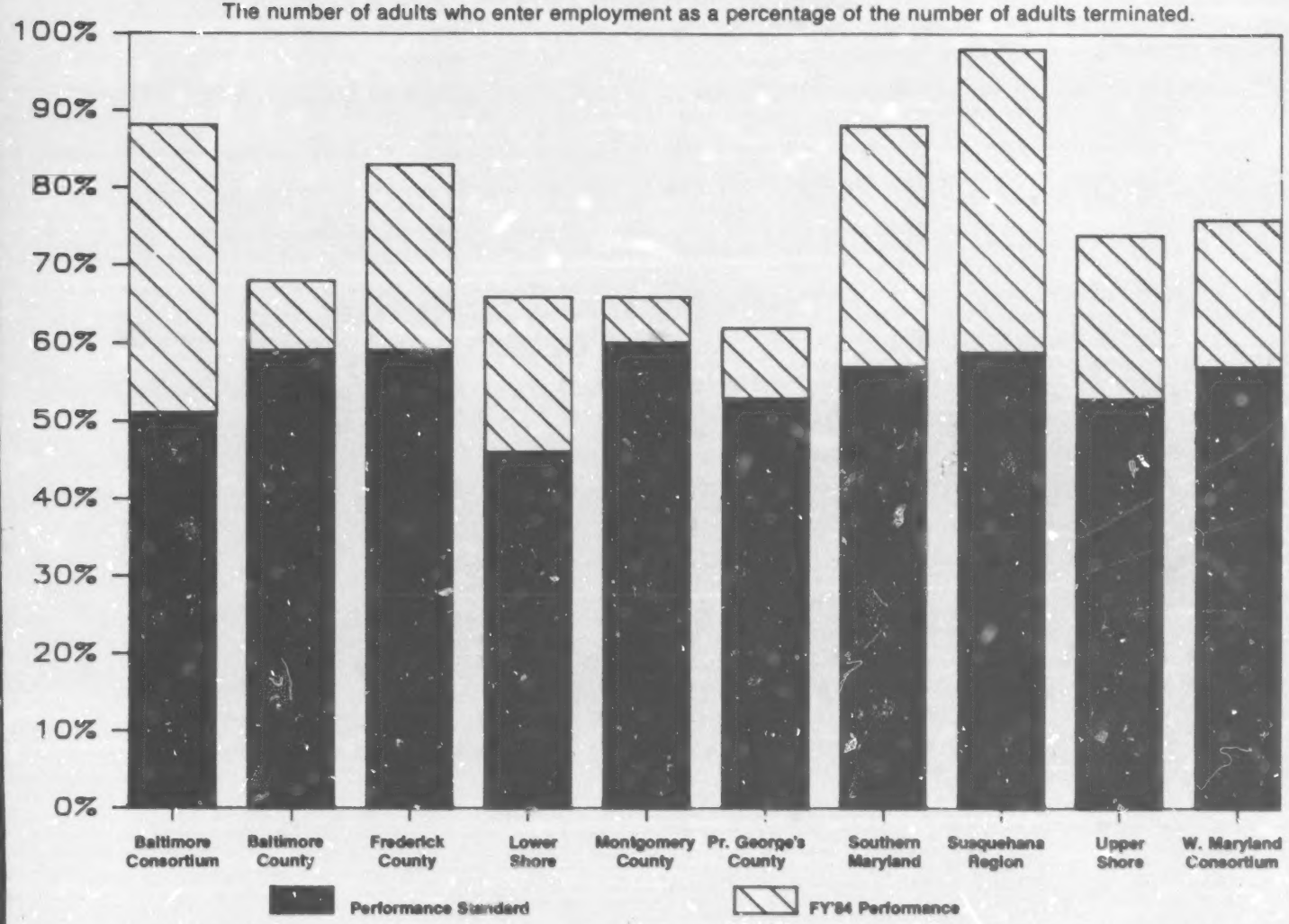
POSITIVE TERMINATION RATE
The number of youth having a positive termination, including entering employment and/or returning to school, as a percentage of the total number of youth terminated

COST PER POSITIVE TERMINATION
The total expenditures on services for youth divided by the number of youth having a positive termination

Maryland Department of Employment and Training
Comparison of SDA Performance with Performance Standards
FY'84 (October 1, 1983 - June 30, 1984)

ADULT ENTERED EMPLOYMENT RATE

The number of adults who enter employment as a percentage of the number of adults terminated.

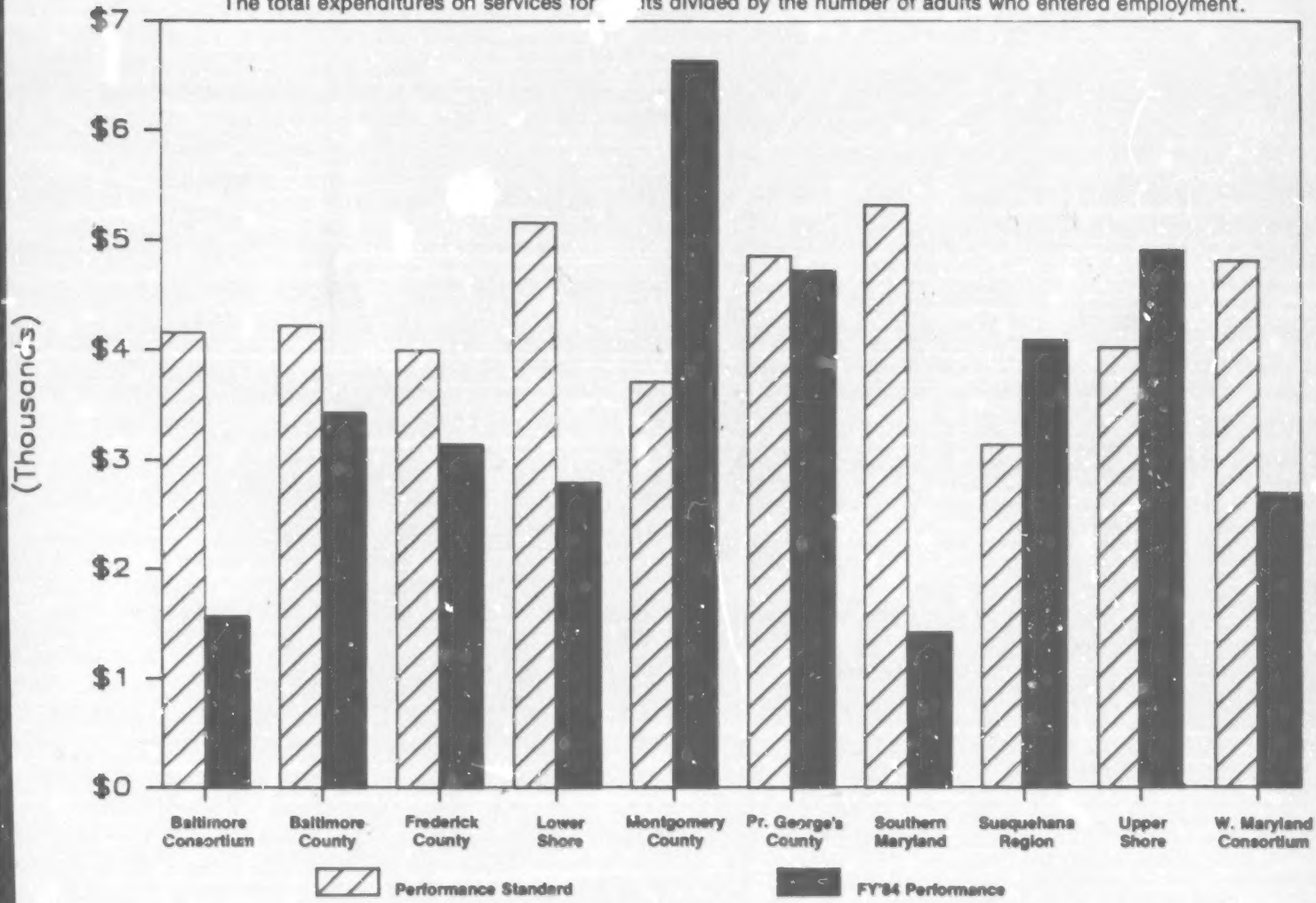


Measures used to judge the performance of Service Delivery Areas (SDA) were identified by the U.S. Department of Labor (DOL) for use in JTPA programs nationwide. For each standard DOL has developed an objective methodology for determining the expected level of performance by each SDA. The calculations employed in determining these standards take into account both local labor market conditions and the characteristics of people served by the SDA. Because local factors vary, performance standards for each also vary.

Maryland Department of Employment and Training
Comparison of SDA Performance with Performance Standards
FY'84 (October 1, 1983 - June 30, 1984)

ADULT COST PER ENTERED EMPLOYMENT

The total expenditures on services for [illegible]lts divided by the number of adults who entered employment.



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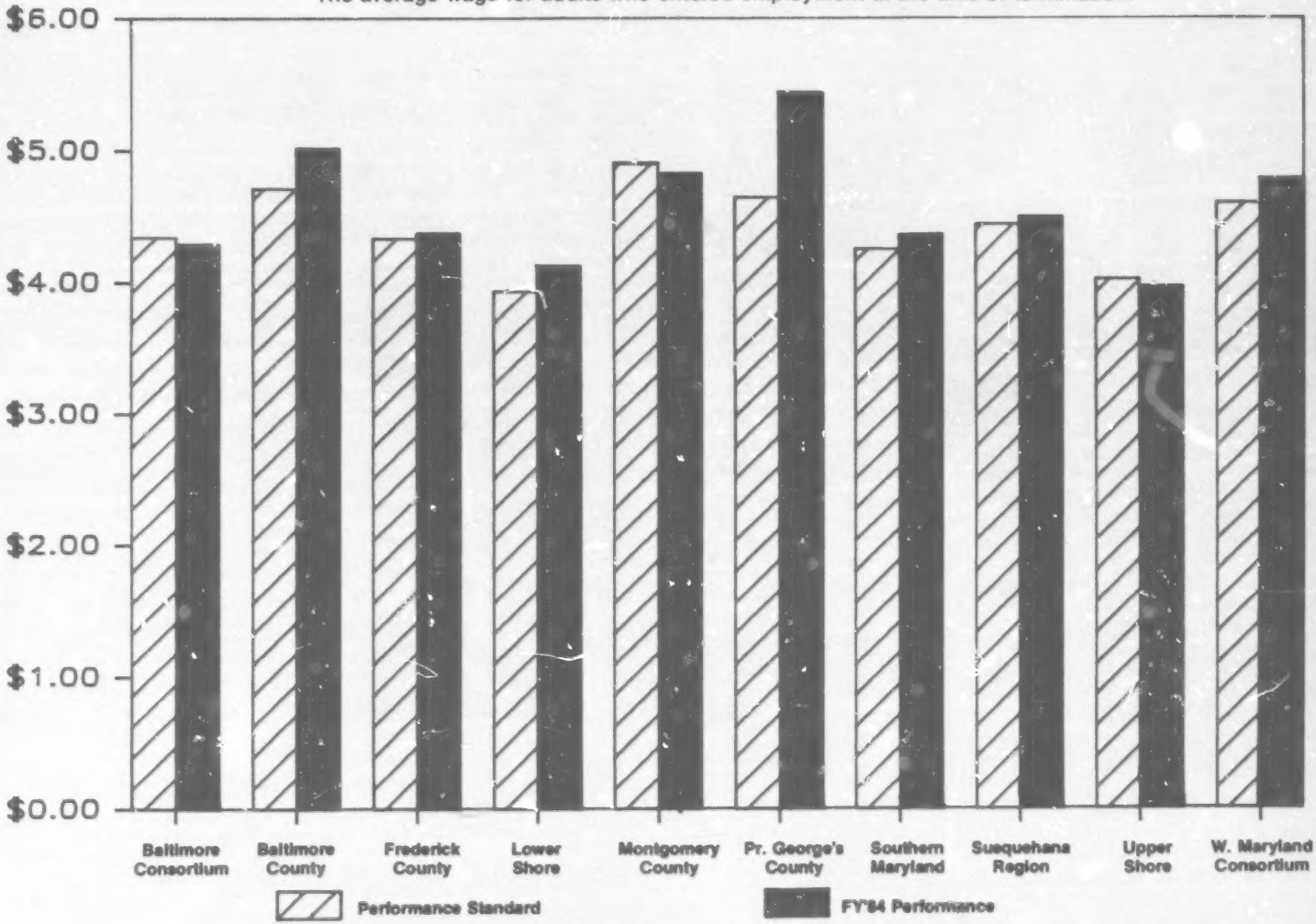
Maryland Department of Employment and Training
Comparison of SDA Performance with Performance Standards
FY'84 (October 1, 1983 - June 30, 1984)

ADULT AVERAGE WAGE AT PLACEMENT

The average wage for aduits who entered employment at the time of termination.

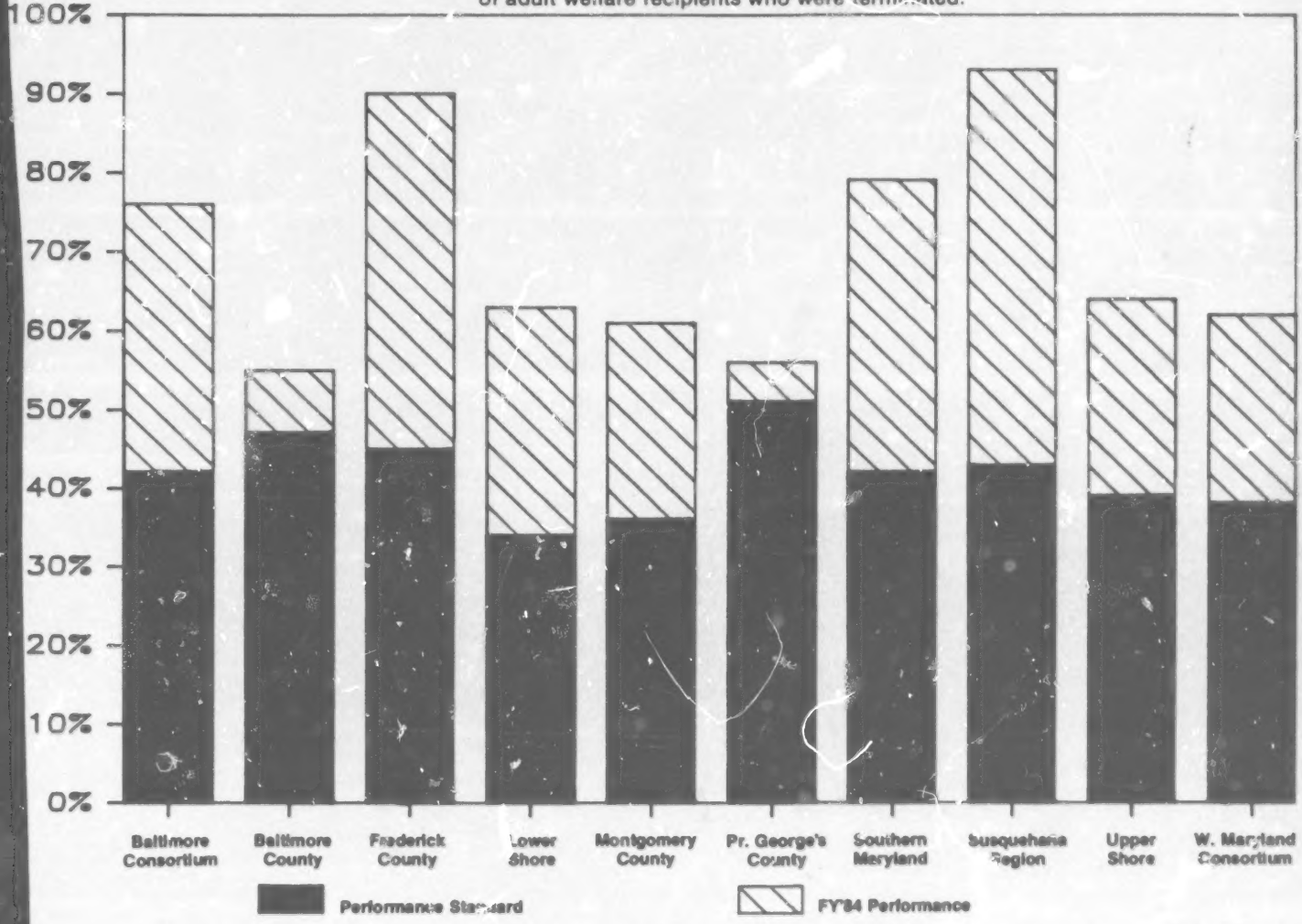


Measures used to judge the performance of Service Delivery Areas (SDA) were identified by the U.S. Department of Labor (DOL) for use in JTPA programs nationwide. For each standard DOL has developed an objective methodology for determining the expected level of performance by each SDA. The calculations employed in determining these standards take into account both local labor market conditions and the characteristics of people served by the SDA. Because local factors vary, performance standards for each also vary.

Maryland Department of Employment and Training
Comparison of SDA Performance with Performance Standards
FY'84 (October 1, 1983 - June 30, 1984)

ADULT WELFARE ENTERED EMPLOYMENT RATE

The number of adult welfare recipients who entered employment at termination as a percentage of the number of adult welfare recipients who were terminated.

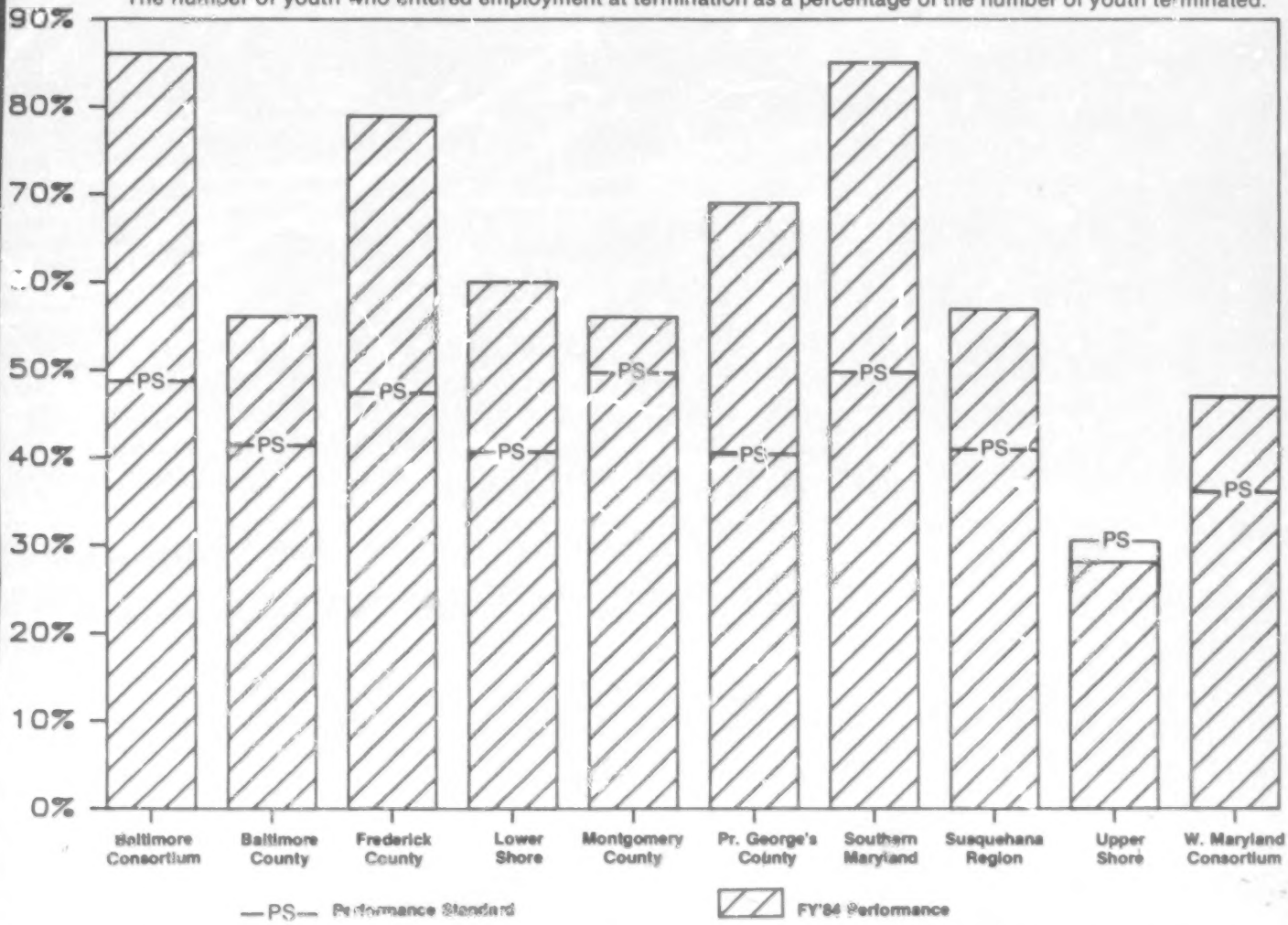


Measures used to judge the performance of Service Delivery Areas (SDA) were identified by the U.S. Department of Labor (DOL) for use in JTPA programs nationwide. For each standard DOL has developed an objective methodology for determining the expected level of performance by each SDA. The calculations employed in determining these standards take into account both local labor market conditions and the characteristics of people served by the SDA. Because local factors vary, performance standards for each also vary.

Maryland Department of Employment and Training
Comparison of SDA Performance with Performance Standards
FY'84 (October 1, 1983 - June 30, 1984)

YOUTH ENTERED EMPLOYMENT RATE

The number of youth who entered employment at termination as a percentage of the number of youth terminated.



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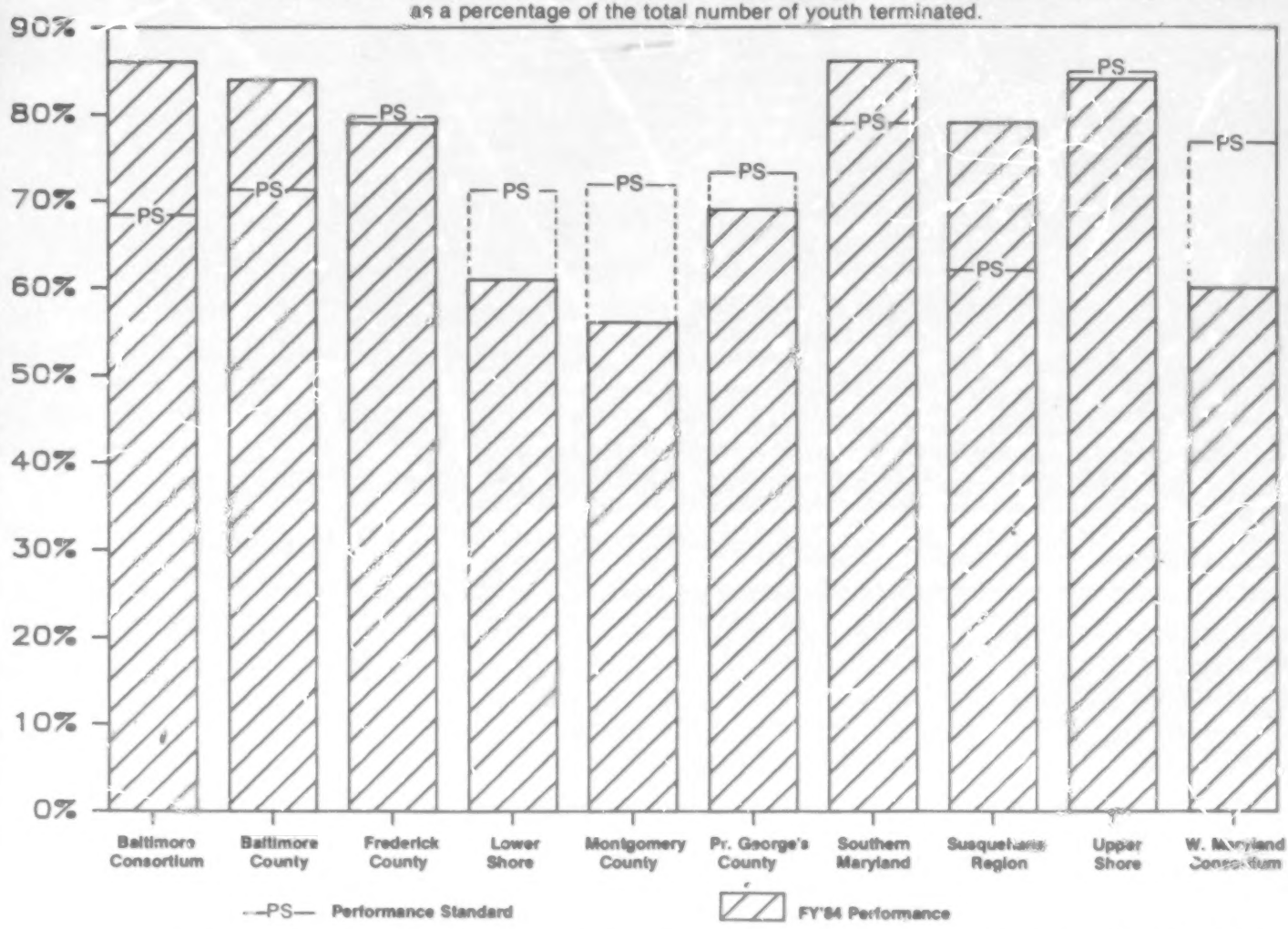
Maryland Department of Employment and Training
Comparison of SDA Performance with Performance Standards
FY'84 (October 1, 1983 - June 30, 1984)

YOUTH POSITIVE TERMINATION RATE

The number of youth having a positive termination, including entering employment, and/or returning to school, as a percentage of the total number of youth terminated.



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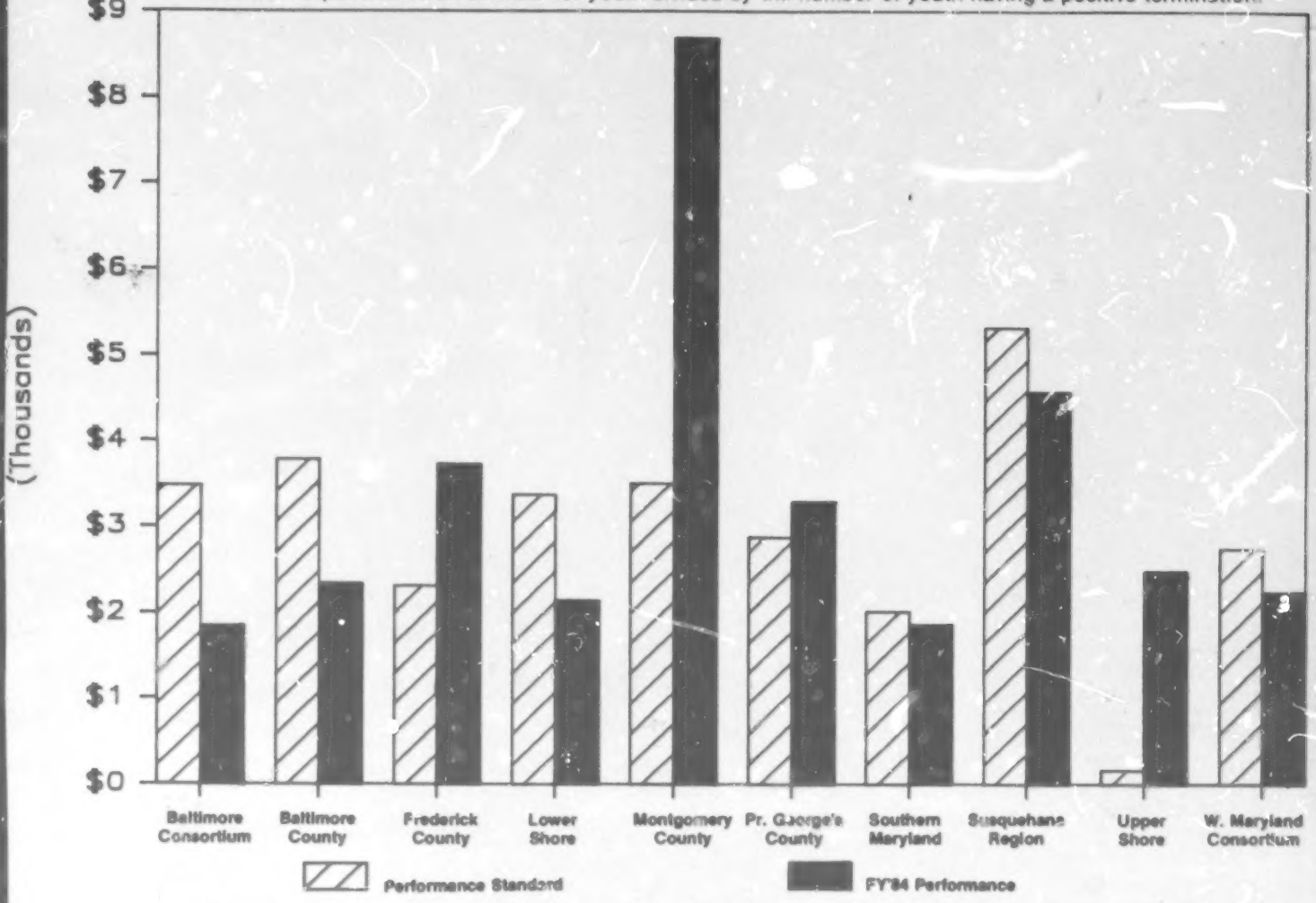
Maryland Department of Employment and Training
Comparison of SDA Performance with Performance Standards
FY'84 (October 1, 1983 - June 30, 1984)

YOUTH COST PER POSITIVE TERMINATION

The total expenditures on services for youth divided by the number of youth having a positive termination.



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JOB TRAINING PLACEMENT ADMINISTRATION
SPECIALIZED PROGRAM DESCRIPTIONS

COMMUNITY RESPONSE TASK FORCE

As a part of the State's "Quick Response" Team, staff are assigned to assist local governments in implementing programs to help dislocated workers facing job loss due to plant cutbacks and closings.

TRAINING ALLOWANCES

In order to enable eligible disadvantaged and dislocated workers to participate in classroom training programs the Maryland legislature created this financial assistance program. Those eligible receive up to $100 a week in training allowance while enrolled in and attending a classroom training program. Funding for State Fiscal Year 1985 totals $2,000,000.

VETERANS EMPLOYMENT PROGRAM

Through a grant funded by the Federal Government, this program accelerates outreach to the veteran community by Maryland's employment and training system and offers tuition reimbursement to eligible veterans for training.

JOB SERVICE

PROGRAM AND RESOURCE ALLOCATION

Since its inception the Job Service has been charged with the responsibility of providing a basic labor exchange program. In order to accomplish this objective the Job Service provides various services to applicants and employers through the implementation of the following programs: 1) Wagner-Peyser Grant, 2) Work Incentive and Food Stamp Programs, and 3) Veterans Services Programs.

The Wagner-Peyser Grant Services provided to any applicant include: intake, employability planning, counseling, testing, job search workshops, referral to supportive services, relocation assistance, job development, referral and placement services. Youth, handicapped, migrant and seasonal farmworkers, and Trade Act eligibles are served by special Job Service programs. The Job Service Employer Services Program under the Wagner-Peyser Grant is quite extensive. It provides the following free services to the employer community: positive recruitment, employer outreach, testing, Maryland Job Bank, National Job Bank, job analysis, Job Service Employer committees and an Account Executive Program for those employers who need personalized services.

The Work Incentive Program provides employment related services to recipients of Aid to Families with Dependent Children (AFDC) who are referred from the Department of Social Services-Income Maintenance to Job Service local offices. The goal of the program is the placement of AFDC recipients into full-time permanent jobs leading to self-sufficiency and removal from the welfare rolls. Services provided to recipients include: counseling, job finding skills, training opportunities, job development and placement. Also under contract with the Income Maintenance Administration, the Job Service provides the "work test" for employable Food Stamp recipients. This activity includes registration, structured job search and job placement services.

Through the Veterans Services Program, the Job Service provides veterans priority services as mandated by Federal law. To implement this legislation, each local Job Service office has a Veterans Employment Representative. This individual counsels and informs veterans of training and employment opportunities and oversees local office activity to ensure that veterans receive priority service. The Maryland Disabled Veterans Outreach Program provides services to disabled veterans within each community in Maryland. Its mission is to locate disabled veterans and to assist them in finding suitable training and employment. Another program addressing the special needs of veterans is the Veterans Employment Program. The objective of this federally funded program is to inform and make available to the veteran community tuition reimbursement for training costs.

The information and data included in this section will provide the reader with a ready source of information about the Job Service and its programs.

This section includes:

- Specialized Job Service Program Descriptions and Statistics for Fiscal Year 1984;
- Work Incentive and Food Stamp Programs Statistics for Fiscal Year 1984;
- Total Wagner-Peyser (Job Service) and Veterans Services Activities for Fiscal Year 1984;
- Employment Placement Data for Fiscal Year 1984;
- Allocation of Job Service Resources for Fiscal Year 1984.

(For Employment and Training Programs, Fiscal Year 1984 is October 1, 1983 through June 30, 1984.)

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

JOB SERVICE

SPECIALIZED PROGRAM DESCRIPTIONS

October 1, 1983 - - June 30, 1984

ALIEN CERTIFICATION PROGRAM

Through this program, the Maryland Job Service plays a vital role in guaranteeing that alien workers are not employed before American workers of equal talents are considered for a job. Any employer interested in hiring an alien must first process his job order through the Job Service. If no suitable applicants are available, the employer is given permission by the U. S. Department of Labor to employ the alien.

TOTAL APPLICATIONS FOR CERTIFICATION

1,025*

EMPLOYER HOT LINE

This is a toll free telephone number (1-800-422-JOBS) that Maryland employers may use to place job orders with the Department of Employment and Training. It is promoted in televised public service announcements and was implemented to meet the employment needs of the State's business community.

TOTAL:

Job Orders	127
Placements	103

EMPLOYER SERVICES PROGRAM

Throughout Maryland, the Maryland Job Service maintains a team of professional account executives. These individuals are assigned the responsibility of servicing the employment needs of employers. The account executives visit area employers in an effort to develop jobs and write job orders for the State's labor exchange system. These individuals are a vital link in meeting the needs of the employer community and placing qualified applicants in jobs.

TOTAL JOB ORDERS RECEIVED

35,999

ENTERPRISE ZONE TAX CREDIT PROGRAM

Enterprise Zones are precisely defined geographic areas designated by the State. This program is similar to the Targeted Jobs Tax Credit Program, and, in fact, compliments the TJTC Program in the vouchering of qualified disadvantaged job seekers for potential employment. The State Enterprise Zone tax credit is based on a credit up to specified flat rates over a three-year period of employment, and is in addition to TJTC.

TOTAL:

Individuals Vouchered	363
Placements	127

* Estimated

HANDICAPPED SERVICES

Each Maryland Job Service Local Office has at least one employee assigned to administer to the training and employment needs of handicapped applicants. These service personnel work in close cooperation with local Vocational Rehabilitation offices.

TOTAL:

Applications	3,749
Placements	836
Referrals to Supportive Services	703
Referrals to Training	53

JOB SERVICE EMPLOYER COMMITTEE

The goal of this program is to utilize techniques developed in research and development projects in order to revitalize and redirect the Job Service at the local level. The Job Service Employer Committee is comprised of volunteer employers and is a major effort to provide employers with improved and more personalized services.

TOTAL:

Committees	18
Employers Represented	306

MIGRANT AND SEASONAL FARMWORKERS PROGRAM

Under this program, Maryland's Job Service conducts outreach, lists agricultural job opportunities and performs inspections of migrant housing. The goals are to supply each farmworker with the full array of employment and training services, to ensure that U. S. farmworkers are employed before alien workers, and to make sure that minimum housing standards are met by agricultural employers.

TOTAL:

Outreach Visits	564
Applications	151
Placements	54
Housing Inspections	15

NATIONAL JOB BANK

This program gives Maryland employers the opportunity to circulate job openings nationwide. A job opening placed at any Job Service office may be listed from coast to coast. Applicants are referred on these openings by having their resumes forwarded to the office which initially listed the opening.

TOTAL JOB ORDERS RECEIVED

120*

OCCUPATIONAL TESTING PROGRAM

A primary task for the State's employment and training network is applicant assessment. An important element of this task is occupational aptitude testing. The Maryland Job Service maintains a full battery of general and specific aptitude tests. They have been nationally certified as non-discriminatory and are accessible for use by employers and applicants alike.

TOTAL TEST ADMINISTERED

6,199

* Estimated

POSITIVE RECRUITMENT

This service entails specialized, on-site, screening of people for jobs that employers wish to fill as quickly as possible. This service allows the Job Service to actually function as a direct outreach facility for any employer's personnel effort.

TOTAL POSITIVE RECRUITMENT EFFORTS

300*

RELOCATION ASSISTANCE PROGRAM

The goal of this program is to assist dislocated workers in looking for and accepting employment outside of the immediate commuting area of their home. The Job Service, through its statewide labor exchange system, arranges appropriate employment interviews. If the dislocated worker needs financial assistance to reach the interview site, he/she may receive it in an amount not to exceed $100. If hired at the new location, relocation assistance payments may be reimbursed to the dislocated worker for moving costs. The program is strictly limited to relocation and job search within the State of Maryland. Due to limitations of Federal funds, there is a limited budget associated with this program.

TOTAL ASSISTANCE PAYMENTS

0

TARGETED JOBS TAX CREDIT PROGRAM

This program vouchers qualified disadvantaged job seekers for potential employment. Businesses which hire certified applicants receive a Federal tax credit based on the amount of wages paid to the individual during an initial period of employment.

TOTAL:

Individuals Vouchered	17,452
Placements	6,643

* Estimated

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

WORK INCENTIVE AND FOOD STAMP PROGRAMS

October 1, 1983 - September 30, 1984

Work Incentive Program

Total Registrations	10,360
Total Entered Employment	3,842
Total Entered Training	2,697

Food Stamp Program

Total Registrations	9,440
Total Entered Employment	847
Total Cases of Non-Compliance Reported	4,129

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

TOTAL WAGNER-PEYSER (JOB SERVICE) AND VETERANS SERVICES ACTIVITIES

October 1, 1983 — June 30, 1984

	New Applications and Renewals		Individuals Counseled		Individuals Tested		Individuals Enrolled in Training		Individual Placements	
	Total	Veterans	Total	Veterans	Total	Veterans	Total	Veterans	Total	Veterans
State	102,482	13,763	2,969	1,013	6,199	736	2,517	270	23,365	4,272
Baltimore-Metropolitan Area	54,172	7,618	1,401	429	2,760	418	1,071	103	11,103	2,254
Allegany	2,750	520	130	51	318	46	260	71	732	136
Anne Arundel	6,897	1,143	162	46	189	28	148	22	2,085	313
Baltimore City	17,270	3,155	410	176	1,461	205	142	43	4,079	988
Baltimore County	13,251	2,028	228	84	669	119	175	16	2,463	501
Calvert	652	63	5	5	0	0	33	1	284	23
Carroll	2,627	341	95	14	41	8	74	2	435	76
Cecil	2,840	428	63	38	114	6	97	6	529	180
Charles	1,091	155	12	8	2	0	59	1	280	35
Dorchester	1,319	172	52	14	198	17	29	1	495	90
Frederick	2,994	490	86	46	40	5	102	9	794	157
Garrett	1,346	92	126	51	83	5	110	16	243	37
Harford	3,300	612	326	65	228	46	74	9	763	262
Howard*	330	55	13	2	6	0	2	0	76	13
Kent & Queen Anne's	1,916	225	34	25	155	13	65	4	517	56
Montgomery	5,269	957	159	57	336	43	66	5	1,642	250
Prince George's	4,890	808	136	41	126	15	2	2	1,332	232
Somerset	1,033	71	25	10	23	0	85	1	325	44
St. Mary's	1,607	202	90	34	17	3	113	6	405	33
Talbot & Caroline	4,295	488	70	33	1,369	141	55	1	1,324	160
Washington	2,112	451	257	63	262	9	180	33	741	173
Wicomico	4,273	745	65	58	526	24	50	8	1,064	225
Worcester	3,398	345	90	34	23	4	68	1	1,685	242

* Separate reporting started March, 1984

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

JOB TRAINING AND PLACEMENT ADMINISTRATION

EMPLOYMENT PLACEMENT DATA

October 1, 1983 — June 30, 1984

Program	Total Cost	Total Placements	Cost Per Placement
Job Service	$ 6,257,414	21,907	$ 286
Veterans Programs[1]	1,172,034	4,272	275
Targeted Jobs Tax Credit	353,186	9,076[2]	39
Work Incentive Program.....	1,867,789	1,458	1,281
Average Cost (all placements)	$ 9,650,423	36,713	263

Note 1: Veterans programs include local veterans employment representative and disabled Vietnam Veterans Outreach in both placements and cost data.

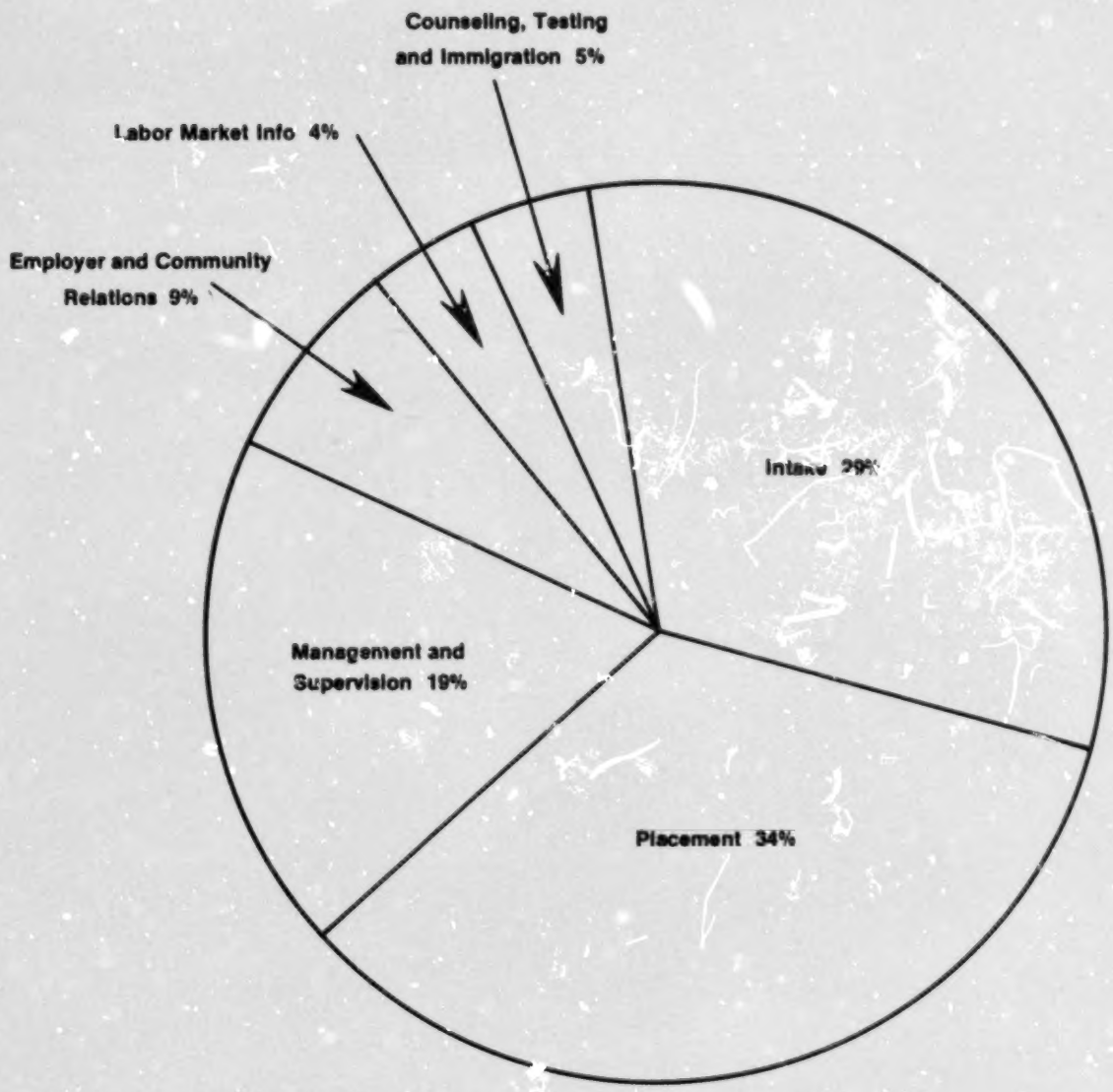
Note 2: Total placements include individuals who were vouchered and obtained placments through the Job Service and all other cooperating agencies.

January, 1985

Maryland Department of Employment and Training

Projected Allocation of Job Service Resources
Including Disabled Veteran Outreach Program
and the Local Veteran Employment Program

For the Period
July 1, 1984 to June 30, 1985



Total Resources: $13,645,096

UNEMPLOYMENT INSURANCE ADMINISTRATION
STATISTICAL PROFILE

The Unemployment Insurance program, through its benefit payment and tax collection efforts, generates one of the richest and most powerful information sources about the Maryland economy and its most important resources, its people. By the very nature of this service, the Department of Employment and Training has one of the most extensive outreach programs into both the employer and the employee communities. This outreach provides us with a wealth of information and data for our use and for community use.

The information and data included in this section will provide the reader with a ready source of information about the unemployment insurance program and about the job market in the State. The tables, formerly published as the UI Annual Report to the Governor, are incorporated this year in the Department of Employment and Training Annual Plan.

This section includes:

- Information about the unemployment insurance benefit programs including number, amount and type of benefit claims, trends in claims, claims by county and the rate of insured unemployment;
- Disqualification provisions, actions of the Board of Appeals and the effect of disqualifications on the overall tax effort;
- Information on the UI Tax program including tax rates by broad industry group;
- Status of administrative funds and the Unemployment Insurance Trust Fund;
- Level of tax effort in Maryland in comparison to the nation;
- Outline of basic information about employment, unemployment and unemployment rates;
- Specialized program descriptions.

DEPARTMENT OF EMPLOYMENT AND TRAINING

Table 1

UNEMPLOYMENT INSURANCE ADMINISTRATION

BENEFIT PROGRAMS

Type of Program	Monetary Eligibility Criteria	Minimum and Maximum Weekly Benefit Amounts (WBA)[3]	Total Weeks of Duration	Funding Source	Trigger On/Off	Brief Description
Unemployment Insurance (UI)	Earned a minimum of $576.01 in a calendar quarter with total wages in the base period of $900.00[1]	$25 $175	26	100% Employer Contributions	N/A	Available for individuals who are laid off from their jobs through no fault of their own.
Unemployment Compensation Federal Employees (UCFE)	Earned a minimum of $576.01 in a calendar quarter with total wages in the base period of $900.00[1]	$25 $175	26	100% Federal Funds	N/A	Available for Federal employees who are laid off through no fault of their own
Unemployment Compensation Exservicepersons (UCX)	Earned a minimum of $576.01 in a calendar quarter with total wages in the base period of $900.00[1]	$25 $175	13	100% Federal Funds	N/A	Available to Exservicepersons who are honorably discharged and Reservists who serve a minimum of 180 days of active duty
Federal Supplemental Compensation (FSC)	Eligible if qualified for regular unemployment insurance	$25 $175	8	100% Federal Funds	Program created by Federal legislation. Remains in effect until 3/31/85	Federal program available to claimants during present period of high unemployment. Number of weeks range from 8 to 14 contingent upon IUR
Extended Benefits (EB)	Eligible if monetarily qualified for regular unemployment insurance	$25 $175	13	50% Employer Contributions 50% Federal Funds	on-120% of average IUR over 2 preceding years and 5% on when IUR equals 6% off-when it falls below (5)	Federal program available to claimants during periods of high unemployment
Trade Readjustment Act (TRA)	Eligible if monetarily qualified for regular unemployment insurance[2]	$25 $175	52 minus any weeks of other benefits received	100% Federally Funded	Petition filed with DOL by Union reps. Co. Mgmt. or 3 or more Co. employees	Federal program available to individuals whose employment has been adversely affected by foreign imports
Disaster Unemployment Assistance (DUA)	If not eligible for regular unemployment insurance; must meet the definition of being "employed"	$25 $175[4]	52 weeks less other benefits received	100% Federally Funded	Petition filed by the Gov. with the President requesting that a geographic area be declared a disaster area	Federal program available to individuals whose work has been curtailed by a disaster

[1] Base period: the first four (4) of the last five (5) completed calendar quarters.
[2] Eligibility for regular unemployment insurance fulfills the requirement; however, there are numerous non-monetary stipulations which each claimant must pass to receive TRA.
[3] Effective for any new claims filed after 7/1/84.
[4] This weekly benefit amount is available from 10/1/84 through 12/31/84. It is computed on a quarterly basis by the Department of Labor.
[5] Insured Employment Rate is the percentage of the total number of individuals covered by unemployment insurance who are currently receiving benefits.

(This chart provides basic program information only. It is not intended as a source for determining final program eligibility.)

January, 1985

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DEPARTMENT OF EMPLOYMENT TRAINING

Table 2

STATE UI ACTIVITIES

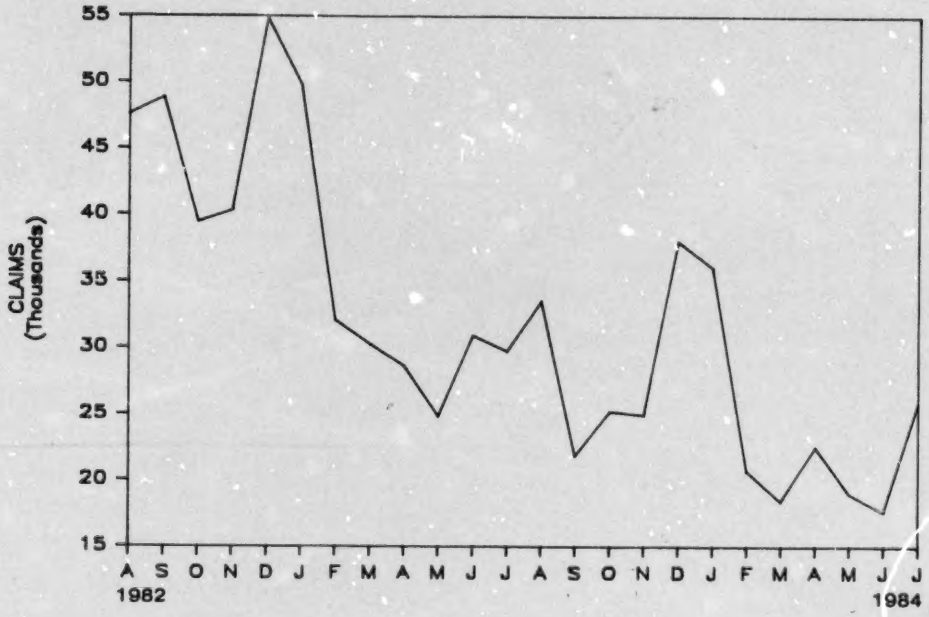
JULY 1, 1983 — JUNE 30, 1984

County	Initial Claims			Continued Claims	Weeks	Average Weekly Payment Excluding Partials	Average Duration Weeks	Claimants Receiving Benefits	Claimants Exhausting Benefits	Percent Exhausting
	Total	Original	Additional							
Allegany	11,132	5,180	5,952	98,377	100,973	$ 123.03	19.7	4,085	1,678	35.8%
Anne Arundel-Glen Burnie	13,792	9,281	4,511	105,320	114,094	126.11	15.9	6,166	2,260	31.6%
Anne Arundel-Annapolis	4,754	3,728	1,026	34 840	44,077	123.30	15.6	2,022	619	24.1%
Baltimore City-Central	48,450	34,825	13,625	347,432	409,553	114.16	15.2	19,632	7,611	35.3%
Baltimore City-Pimlico	15,234	11,006	4,228	115,421	131,974	117.01	18.2	6,117	3,082	42.6%
Baltimore-Eastpoint	34,107	21,551	12,556	299,113	359,769	128.52	14.7	15,685	5,367	31.8%
Baltimore-Towson	12,487	8,820	3,667	100,306	109,259	128.36	15.6	6,087	2,148	30.0%
Calvert	1,985	1,261	724	19,055	22,503	123.66	17.1	920	345	32.5%
Caroline	676	325	351	5,657	5,762	107.39	20.7	243	46	INA
Carroll	10,678	5,609	5,069	51,611	55,442	123.11	11.1	4,369	693	14.7%
Cecil	5,771	3,363	2,408	51,614	53,679	115.74	14.7	2,110	700	28.7%
Charles	4,045	3,095	950	33,835	37,392	128.39	16.3	1,642	563	28.8%
Dorchester	5,719	2,436	3,283	30,778	33,152	90.30	14.9	1,999	425	16.3%
Frederick	7,290	4,293	2,997	33,873	35,745	123.20	10.2	3,110	416	11.3%
Garrett	7,148	2,524	4,624	38,561	40,699	120.54	17.4	1,728	689	44.5%
Harford	11,180	6,505	4,675	56,243	68,778	124.88	12.4	4,746	1,041	19.5%
Howard	3,044	2,404	640	19,149	22,078	131.34	14.6	1,451	403	24.0%
Kent	2,564	1,351	1,213	15,545	16,618	103.31	12.9	914	164	16.1%
Montgomery	16,529	14,633	1,896	112,568	117,861	132.79	15.8	5,356	1,585	25.6%
Prince George's	18,551	15,389	3,162	98,934	148,810	126.74	16.6	7,138	2,693	32.1%
Queen Anne's	897	460	437	7,573	8,229	100.93	17.2	425	246	52.1%
St. Mary's	2,153	1,580	573	20,796	21,089	119.80	15.9	896	265	26.6%
Somerset-Crisfield	2,249	803	1,446	19,212	20,216	83.58	19.4	961	395	36.3%
Somerset-Princess Anne	949	411	538	6,677	7,323	88.98	17.7	367	119	30.0%
Talbot	3,633	2,017	1,616	19,209	20,501	102.40	14.1	1,524	231	12.2%
Washington	13,554	7,684	5,870	94,927	98,169	121.00	11.9	6,708	1,875	21.9%
Wicomico	6,878	4,196	2,682	41,422	44,466	103.92	12.5	2,804	741	23.4%
Worcester	4,039	2,581	1,458	32,227	36,046	97.64	15.9	1,994	494	22.6%
Nondistributable	6	6	0	820	1,005	137.54	16.8	716	235	24.6%
Total State	269,494	177,317	92,177	1,911,095	2,185,262	120.76	15.0	111,915	37,129	29.1%
Liable State	14,393	11,382	3,011	95,133	118,490	130.19	19.0	5,187	2,550	44.1%
Maryland Total	283,887	188,699	95,188	2,006,228	2,303,752	121.29	15.2	117,102	39,679	29.8%
Baltimore Metropolitan Area	153,726	103,729	49,997	1,129,435	1,315,024	122.07	15.0	66,275	23,224	31.3%

The Baltimore Metropolitan Area includes Baltimore City and Anne Arundel, Baltimore, Carroll, Harford and Howard Counties.

STATE OF MARYLAND
DEPARTMENT OF EMPLOYMENT AND TRAINING

TOTAL INITIAL CLAIMS IN MARYLAND



TOTAL CONTINUED CLAIMS IN MARYLAND

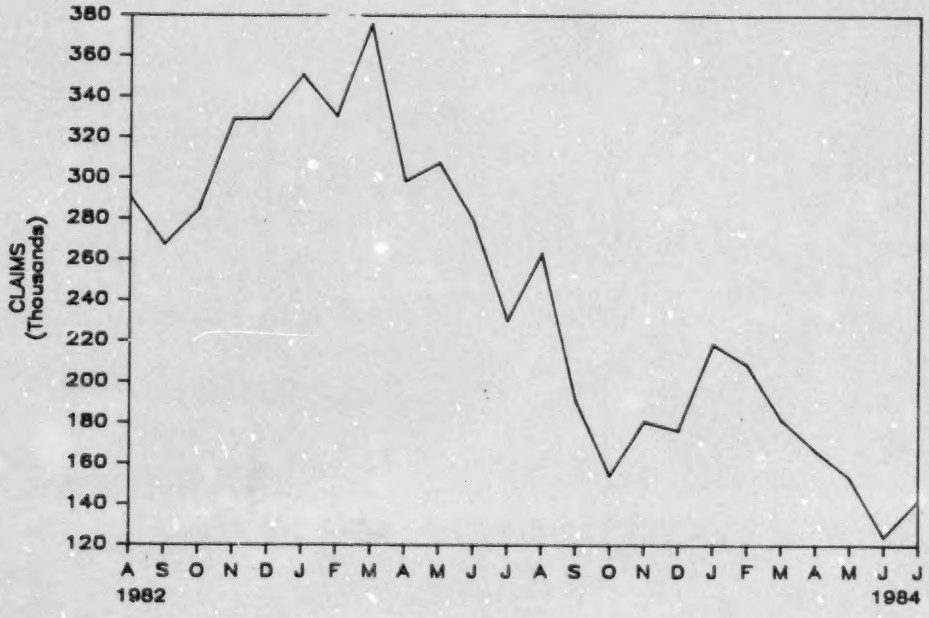


Table 3

DEPARTMENT OF EMPLOYMENT AND TRAINING

NUMBER OF UNEMPLOYMENT INSURANCE (UI) CLAIMS FILED BY MONTH

July 1, 1983 — June 30, 1984

Month	INTRASTATE CLAIMS				LIABLE STATE [1]			AGENT STATE [2]		
	INITIAL									
	Original	Additional	Continued	Weeks Claimed	Initial	Continued	Weeks Claimed	Initial	Continued	Weeks Claimed
Total	163,780	87,063	1,771,146	2,033,606	14,393	95,133	118,490	18,651	139,949	151,656
July	13,769	7,331	155,469	181,985	1,086	6,193	8,862	1,687	12,911	14,140
August	17,527	8,182	174,044	200,301	1,235	8,927	11,534	1,893	13,963	15,086
September	9,652	6,823	132,686	151,600	1,108	7,641	9,731	1,436	12,310	13,508
October	13,676	7,471	125,120	141,892	1,238	8,348	9,223	1,705	10,656	11,767
November	12,490	7,686	137,310	158,040	1,300	7,861	8,928	1,861	11,205	12,232
December	21,787	11,970	141,673	163,245	1,428	7,232	9,201	1,661	11,666	12,559
January	22,344	9,056	189,134	222,955	1,931	9,529	11,058	2,067	13,157	14,301
February	11,947	5,186	181,118	209,020	1,244	9,447	11,975	1,335	12,883	13,993
March	9,570	5,582	156,561	181,059	1,139	9,764	12,510	1,202	12,440	13,461
April	13,003	5,633	143,086	160,068	990	7,976	9,593	1,223	10,265	10,917
May	9,025	6,563	128,808	144,029	856	6,970	8,556	1,301	9,800	10,397
June	8,990	5,580	106,137	119,412	838	6,245	7,319	1,280	8,693	9,295

[1] Claims filed against Maryland by individuals residing in other states.

[2] Claims filed against other states by individuals residing in Maryland.

STATE OF MARYLAND
DEPARTMENT OF EMPLOYMENT AND TRAINING

U.I. BENEFITS PAID IN MARYLAND

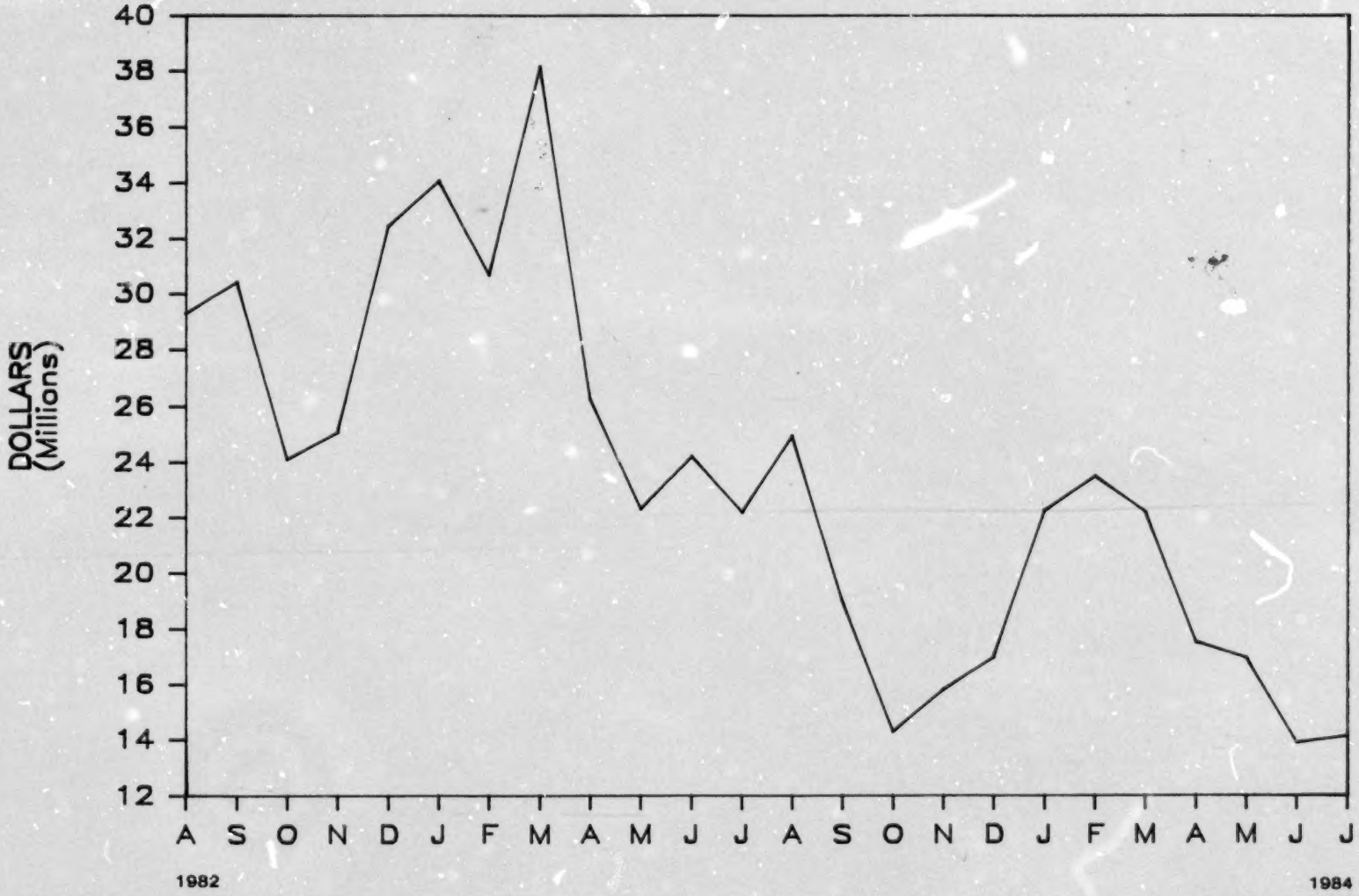


Table 4

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

UNEMPLOYMENT BENEFITS PAID BY COUNTY

JULY 1,1983 — JUNE 30, 1984

County	Number of Weeks Compensated			Amount of Payments		
	UI	UCFE	UCX	UI	UCFE	UCX
Allegany	80,415	145	740	$ 9,631,106	$ 15,548	$ 104,587
Anne Arundel-Glen Burnie	97,797	1,781	1,671	12,197,401	240,461	245,613
Anne Arundel-Annapolis	31,453	1,223	647	3,847,437	161,202	96,329
Baltimore City-Central	298,208	3,898	5,636	33,776,912	492,340	810,751
Baltimore City-Pimlico	111,568	1,364	1,287	12,956,461	168,574	186,599
Baltimore-Eastpoint	230,466	1,078	1,961	29,379,943	146,487	283,785
Baltimore-Towson	94,923	512	631	12,006,064	67,667	91,657
Calvert	15,755	122	142	1,923,371	17,293	20,525
Caroline	5,019	15	45	519,116	1,910	7,201
Carroll	48,624	115	294	5,868,916	13,969	42,379
Cecil	30,934	781	532	3,524,208	98,090	75,467
Charles	26,723	1,086	825	3,384,333	136,428	118,938
Dorchester	29,854	73	168	2,570,995	5,004	25,767
Frederick	31,684	422	540	3,856,306	51,312	78,182
Garrett	30,060	114	145	3,407,142	7,566	20,722
Harford	58,716	2,085	1,114	7,172,447	259,017	163,971
Howard	21,142	270	245	2,749,526	39,089	35,361
Kent	11,746	66	213	1,181,240	8,211	30,999
Montgomery	84,487	2,838	1,225	11,070,966	384,268	177,751
Prince George's	118,241	3,512	3,007	14,842,203	461,129	441,025
Queen Anne's	7,303	25	10	719,304	3,290	1,530
St. Mary's	14,256	445	749	1,689,208	51,261	112,241
Somerset-Crisfield	18,640	36	93	1,467,914	4,598	13,812
Somerset-Princess Anne	6,485	0	76	595,440	0	11,214
Talbot	21,439	51	168	1,735,880	6,010	24,075
Washington	79,553	572	799	9,644,523	78,389	117,891
Wicomico	35,121	254	457	3,642,658	28,518	65,339
Worcester	31,621	232	102	3,007,823	25,606	15,159
Nondistributable	12,047	22	34	2,347,793	2,365	4,644
Total State	1,684,280	23,137	23,556	200,716,636	2,975,622	3,423,514
Liable State	98,607	3,588	707	12,718,721	435,713	101,008
Maryland Total	1,782,887	26,725	24,263	213,435,357	3,411,335	3,524,522
Baltimore Metropolitan Area	992,897	12,326	13,486	119,955,107	1,588,826	1,956,445

Table 5

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

BENEFIT RIGHTS AND EXPERIENCE

JULY 1, 1983 — JUNE 30, 1984

ITEM	TOTAL	PERCENT
Total Monetary Determinations For New Claims	175,275	100.0%
With Insufficient Wage Credits (Ineligible)	38,206	21.8%
With Sufficient Wage Credits (Eligible)	137,069	78.2%
Number Of Eligible Persons Classified By Basic Weekly Benefit Amount	137,069	100.0%
$ 25.00 - 29.00	953	0.7%
30.00 - 34.00	1,432	1.0%
35.00 - 39.00	1,700	1.2%
40.00 - 44.00	1,979	1.4%
45.00 - 49.00	2,175	1.6%
50.00 - 54.00	2,413	1.8%
55.00 - 59.00	2,773	2.0%
60.00 - 64.00	3,020	2.2%
65.00 - 69.00	3,325	2.4%
70.00 - 74.00	3,812	2.8%
75.00 - 79.00	3,992	2.9%
80.00 - 84.00	4,229	3.1%
85.00 - 89.00	4,196	3.1%
90.00 - 94.00	4,106	3.0%
95.00 - 99.00	3,922	2.9%
100.00 - 104.00	3,928	2.9%
105.00 - 109.00	4,075	3.0%
110.00 - 114.00	3,802	2.8%
115.00 - 119.00	3,721	2.7%
120.00 - 124.00	3,396	2.5%
125.00 - 129.00	3,311	2.4%
130.00 - 134.00	3,212	2.3%
135.00 - 139.00	3,213	2.3%
140.00 - 144.00	2,829	2.1%
145.00 - 149.00	2,718	2.0%
150.00 - 154.00	2,513	1.8%
155.00 - 159.00	2,353	1.7%
160.00 - 164.00	1,328	1.0%
165.00 - (Maximum)	52,643	38.4%
Number Of Eligible Persons Classified By Annual Base Period Earnings	137,069	100.0%
$ 600.00 - 1199.00	904	0.7%
1200.00 - 1799.00	2,998	2.2%
1800.00 - 2399.00	4,099	3.0%
2400.00 - 2999.00	5,146	3.8%
3000.00 - 3599.00	5,602	4.1%
3600.00 - 4199.00	5,763	4.2%
4200.00 - 4799.00	5,899	4.3%
4800.00 - 5399.00	5,524	4.0%
5400.00 - 5999.00	5,880	4.3%
6000.00 - And Over	95,254	69.5%

The basic weekly benefit amount includes any payment for dependents and is the amount payable for a week of total unemployment.

DEPARTMENT OF EMPLOYMENT AND TRAINING

RATE OF INSURED UNEMPLOYED

JULY 1, 1982 — JUNE 30, 1984

FY 1983		FY 1984	
Month	Rate	Month	Rate
July, 1982	3.94	July, 1983	3.39
August	3.89	August	3.15
September	3.87	September	2.95
October	3.88	October	2.69
November	3.88	November	2.50
December	4.09	December	2.51
January, 1983	4.47	January, 1984	2.79
February	4.80	February	3.09
March	4.98	March	3.24
April	4.80	April	3.02
May	4.35	May	2.67
June	3.78	June	2.30
FY Average:	4.23	FY Average:	2.91

Table 7

DEPARTMENT OF EMPLOYMENT AND TRAINING

WEEKLY AVERAGE OF STATE INSURED UNEMPLOYED BY INDUSTRIAL ATTACHMENT AND BY SEX

JULY 1, 1982 —JUNE 30, 1984

INDUSTRY	TOTAL			MALE			FEMALE		
	July 1983 June 1984	July 1982 June 1983	Percent Change	July 1983 June 1984	July 1982 June 1983	Percent Change	July 1983 June 1984	July 1982 June 1983	Percent Change
Total All Industries	41,552	65,414	-36.5%	26,944	43,412	-37.9%	14,608	22,002	-33.6%
Mining and Quarrying	394	443	-11.1%	371	426	-12.9%	23	17	35.3%
Construction	7,248	10,100	-28.2%	6,959	9,706	-28.3%	289	394	-26.6%
Total Manufacturing	10,002	19,571	-48.9%	6,565	13,555	-51.6%	3,437	6,016	-42.9%
Food and Kindred	1,640	1,884	-13.0%	857	1,026	-16.5%	783	858	-8.7%
Apparel and Textiles	876	1,502	-41.7%	204	363	-43.8%	672	1,139	-41.0%
Paper, Printing,& Publishing	519	943	-45.0%	281	519	-45.9%	238	424	-43.9%
Chemicals	658	745	-11.7%	376	438	-14.2%	282	307	-8.1%
Primary and Fabricated Metals	1,890	4,539	-58.4%	1,386	3,759	-63.1%	504	780	-35.4%
Machinery and Instruments	882	4,002	-78.0%	611	3,019	-79.8%	271	983	-72.4%
Transportation, Ordnance	1,746	2,658	-34.3%	1,635	2,330	-29.8%	111	328	-66.2%
All Other	1,791	3,298	-45.7%	1,215	2,101	-42.2%	576	1,197	-51.9%
Public Utilities	1,931	2,397	-19.4%	1,391	1,763	-21.1%	540	634	-14.8%
Wholesale and Retail Trade	8,399	12,847	-34.6%	4,511	6,987	-35.4%	3,888	5,860	-33.7%
Finance, Insurance, and Real Estate	1,410	1,834	-23.1%	746	1,005	-25.8%	664	829	-19.9%
Service and All Others	12,168	18,222	-33.2%	6,401	9,970	-35.8%	5,767	8,252	-30.1%

NOTE: Detail may not add to total due to rounding.

Table 8

DEPARTMENT OF EMPLOYMENT AND TRAINING

NONMONETARY DETERMINATIONS AND DISQUALIFICATION IMPOSED[1] BY ISSUE IN SINGLE AND MULTI-CLAIMANT CASES

JULY 1, 1983 -JUNE 30, 1984

ISSUE	TOTAL NONMONETARY DETERMINATIONS						NUMBER DISQUALIFIED OR INELIGIBLE					
	MD. STATE TOTAL		INTRASTATE TOTAL		LIABLE STATE TOTAL		MD. STATE TOTAL		INTRASTATE TOTAL		LIABLE STATE TOTAL	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent of Nonmonetary Determinations	Number	Percent of Nonmonetary Determinations	Number	Percent of Nonmonetary Determinations
Total - All Programs	81,140	100.0%					64,179	79.1%				
Total - UI Regular	75,053	100.0%	69,491	100.0%	5,562	100.0%	58,871	78.4%	53,615	77.2%	5,256	94.5%
Disqualification Issues - Total	56,319	75.0%	52,217	75.1%	4,102	73.7%	42,932	76.2%	39,119	74.9%	3,813	93.0%
Voluntary Quit	22,956	30.6%	20,037	28.8%	2,919	52.5%	20,003	87.1%	17,217	85.9%	2,786	95.4%
Gross Misconduct	6,040	8.0%	5,733	8.3%	307	5.5%	5,947	98.5%	5,641	98.4%	306	99.7%
Disciplinary Layoff	17,101	22.8%	16,472	23.7%	629	11.3%	9,569	56.0%	9,083	55.1%	486	77.3%
Refusal to Accept or Apply for Work	1,714	2.3%	1,669	2.4%	45	0.8%	1,166	68.0%	1,126	67.5%	40	88.9%
Pension	2,924	3.9%	2,873	4.1%	51	0.9%	2,084	95.2%	2,733	95.1%	51	100.0%
Dismissal Payment	5,584	7.4%	5,433	7.8%	151	2.7%	3,463	62.0%	3,319	61.1%	144	95.4%
Ineligible Issues - Total	18,734	25.0%	17,274	24.9%	1,460	26.3%	15,939	85.1%	14,496	83.9%	1,443	98.8%
Not Seeking Work	2,479	3.3%	2,151	3.1%	328	5.9%	2,230	90.0%	1,907	88.7%	323	98.5%
Reporting Requirements	3,047	4.1%	2,488	3.6%	559	10.1%	2,934	96.3%	2,376	95.5%	558	99.8%
Unable or Unavailable	9,038	12.0%	8,649	12.5%	389	7.0%	7,039	77.9%	6,656	77.0%	383	98.5%
Holiday, Vacation Pay, and Other	4,170	5.6%	3,966	5.7%	184	3.3%	3,736	89.6%	3,557	89.2%	179	97.3%
Total UCFE - Regular	1,109	100.0%					876	79.0%				
Total UCX - Regular	258	100.0%					226	87.6%				
EB - Total (UI)	1	100.0%					1	100.0%				
AB - Total	419	100.0%					335	80.0%				
UI	409	97.6%					326	79.7%				
UCFE	0	0.0%					0					
UCX	10	2.4%					9	90.0%				
FSC - Total	4,300	100.0%					3,870	90.0%				
UI	4,277	99.5%					3,849	90.0%				
UCFE	20	0.5%					18	90.0%				
UCX	3	-					3	100.0%				

[1] During fiscal year 1984, there were 198 regular program nonmonetary redeterminations made including 105 disqualifications and 16 FSC nonmonetary redeterminations made including 2 disqualifications. These redeterminations are not included in the data reported in the table. Included in the data are 3 multi-claimant nonmonetary determinations; one involved vacation pay for 80 employees — all were denied and 2 involved 34 employees of who were determined not unemployed and also denied.

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Table 9

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

UNEMPLOYMENT INSURANCE APPEALS

JULY 1, 1983 — JUNE 30,1984

Item (Include Liable State)	Appeals	
	Referee Appeals	Board of Appeals
Cases Pending June 30, 1983	2,037	382
Cases Received July 1, 1984	16,055	2,405
Total Cases	18,092	2,787
Total Decisions	16,545[2]	2,362[3]
Claimant Appeals	10,427	1,641
In Favor of Appellant	4,286	373
Unfavorable to Appellant	6,141	1,268
Employer Appeals	1,755	696
In Favor of Appellant	965	184
Unfavorable to Appellant	790	512
Other Dispositions [1]	4,363	25
Other Cases Disposed:	2,078	239
UCFE	504	74
UCX	60	5
EB	9	6
AB	1	0
FSC	897	70
All Other[4]	607	84
Cases Disposed for Other State — 60 Cases Appealed to the Courts — 298		
Cases Pending UI - June 30, 1984	1,547	425

[1] Included in total cases disposed are those cases involving withdrawals, dismissals, and dispositions rendered prior to a hearing. These cases include both employer and claimant appeals at both levels.

[2] Included in total cases disposed are 27 multi-claimant cases involving 5,731 claimants.

[3] Total cases include six multi-claimant cases involving 52 claimants.

[4] Data includes appeals disposed under the WIN, TRA and CSI programs and Overpayment Recovery.

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

UNEMPLOYMENT BENEFITS PAID AFTER DISQUALIFICATION, BENEFITS NONCHARGED OR INEFFECTIVELY CHARGED TO EMPLOYERS' EXPERIENCE RATING

JULY 1,1983 — JUNE 30, 1984

Item	Number of Claimants	Amount
Amount of Benefits Paid After Disqualification		
Total	11,375	$ 16,036,845
Voluntary Quit (noncharged to employers)	4,938	6,600,937
Gross Misconduct	1,599	2,526,404
Misconduct - Other	4,424	6,561,386
Refusal of Suitable Work	402	343,570
Labor Dispute	12	4,548

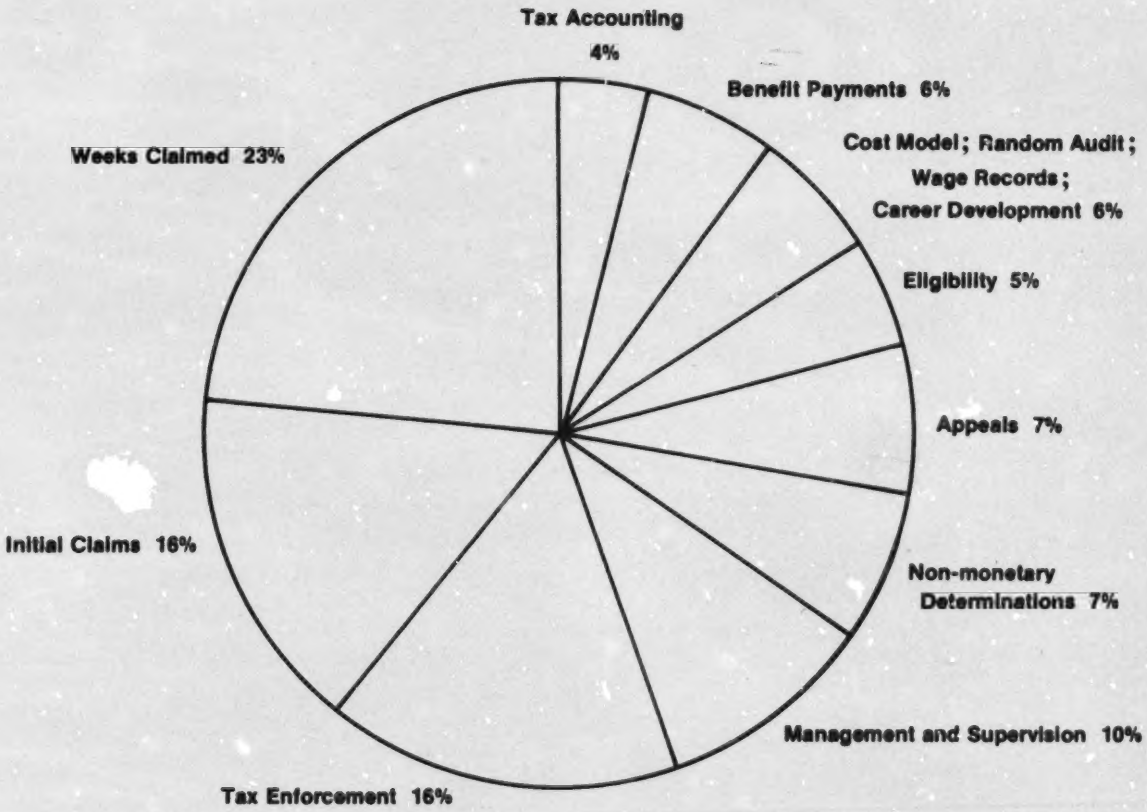
Ineffective Charges	Number of Employers	Amount
Experienced Rated Employers	9,859	$32,485,886
Charges to Inactive Employers	—	10,057,356
Additional Benefit Payments (noncharged to employers)	—	16,567,359

Maryland Department of Employment and Training

Allocation of Unemployment Insurance Resources

For the Period

October 1, 1984 to September 30, 1985



Total Resources: $20,114,040

Source: Allocation is based on prior year actual expenditures.

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

UNEMPLOYMENT INSURANCE — BENEFIT ACCOUNT FUND
STATEMENTS OF RECEIPTS AND DISBURSEMENTS

For the period from January 1, 1936 to June 30, 1984

RECEIPTS		
Contributions Collected - Total		$ 2,769,826,956.77
From January 1, 1936 - June 30, 1983	$ 2,517,491,085.33	
For Fiscal Year July 1, 1983 - June 30, 1984	252,335,871.44	
Interest and Special Charges Collected - Total		7,708,805.03
Prior to April 1, 1945	173,444.42	
From April 1, 1945 - June 30, 1983	5,901,036.13	
For Fiscal Year July 1, 1983 - June 30, 1984	1,634,324.48	
U. I Benefits Reimbursed by Non-Profit Employers		62,052,514.37
Interest Paid by U. S. Treasury - Total		285,126,167.01
From March 1936 - June 30, 1983	273,637,593.73	
For Fiscal Year July 1, 1983 - June 30, 1984	11,488,573.28	
Federal Unemployment Tax (Reed Bill)		2,280,245.73
U. S. Loan for Temporary Unemployment Compensation Benefit Payments (TUC)		12,043,817.02
U. I. Extended Benefits Reimbursed by U. S. Treasury		66,042,616.33
TOTAL RECEIPTS		$ 3,205,081,122.26
DISBURSEMENTS		
Benefits Paid - Total		$ 3,010,060,480.24
From 1938 - June 30, 1983	$ 2,582,035,206.32	
For Fiscal Year July 1, 1983 - June 30, 1984	221,488,823.32	
For Temporary Unemployment Compensation (TUC)	12,040,222.02	
For Extended Benefits	132,000,925.55	
For Reimbursable Benefits	62,495,302.48	
Refunds of Overpaid Contributions		10,158,950.24
Transfers to Special Administrative Fund		7,187,306.25
Repayment U. S. Loan Temporary Unemployment Compensation Benefit Payments (TUC)		12,043,817.00
Expenditures for Administration (transfer from Reed Act Funds)		834,640.38
TOTAL DISBURSEMENTS		$ 3,040,285,194.11
BALANCE IN FUND		$ 164,795,928.15

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

UNEMPLOYMENT INSURANCE ADMINISTRATION
TRUST FUND

Year	Quarter	Trust Fund Balance	Payout	Taxable Wages [3]
1984	Jan. - Mar.	$ 65,854,683	$ 65,276,740	$ 8,394,218,820
	Apr. - June	163,863,876	46,762,199	
	July - Sept.			
	Oct. -Dec.			
1983	Jan. - Mar.	127,611,759	99,514,647[1]	7,412,347,560
	Apr. - June	122,997,531	67,612,785	(maximum taxable
	July - Sept.	96,420,670	64,183,910	wage increased to
	Oct. - Dec.	96,510,645	44,719,359	7,000 on 1/1/83)
1982	Jan. - Mar.	130,037,847	92,592,899	7,411,653,724
	Apr. - June	306,012,111	83,927,441	(6,000)
	July - Sept.	258,919,869	80,105,695	
	Oct. - Dec.	207,586,867	77,617,686	
1981	Jan. - Mar.	347,790,230	59,090,440	7,126,931,784
	Apr. - June	410,576,636	42,173,689	(6,000)
	July - Sept.	430,109,697[1]	43,587,189	
	Oct. - Dec.	401,308,993	54,658,557	
1980	Jan. - Mar.	225,173,795	50,250,189	6,915,237,052
	Apr. - June	348,493,398	45,221,139	(6,000)
	July - Sept.	382,087,669	46,223,912	
	Oct. - Dec.	376,209,292	45,006,409	
1979	Jan. - Mar.	106,210,542	43,841,346	
	Apr. - June	197,135,620	23,373,203	6,560,054,770[2]
	July - Sept.	245,720,692	22,694,677	(6,000)
	Oct. - Dec.	268,421,754	25,957,071	
1978	Jan. - Mar.	18,197,860	39,051,894	4,733,021,948
	Apr. - June	54,342,027	21,687,853	(4,200)
	July - Sept.	97,860,478	18,693,038	
	Oct. - Dec.	119,273,240	19,965,185	
1977	Jan. - Mar.	— 55,570,940	50,640,399	4,598,996,044
	Apr. - June	— 8,703,751	30,391,105	(4,200)
	July - Sept.	6,854,292	25,116,521	
	Oct. - Dec.	3,139,422	27,797,323	
1976	Jan. - Mar.	— 13,048,185	51,461,423	4,376,703,456
	Apr. - June	— 6,655,241	33,058,340	(4,200)
	July - Sept.	— 12,936,505	28,591,565	
	Oct. - Dec.	— 21,498,905	31,016,966	

[1] Higest Quarter
[2] (new coverage January, 1978)
[3] Prior Year (wage supplement) (maximum taxable wage)

Table 13

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

NUMBER OF EMPLOYERS, TAXABLE WAGES, AND CONTRIBUTIONS BY EXPERIENCE RATE

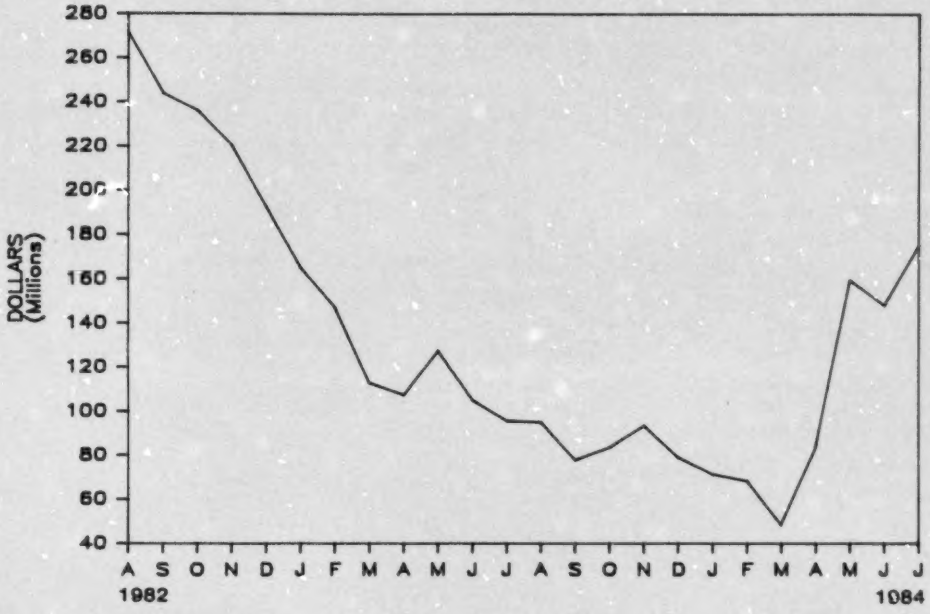
JULY 1, 1983 — JUNE 30, 1984

Experience Rate	Employers		Taxable Wages		Contributions	
	Number	Percent	Amount	Percent	Amount	Percent
1.8[1]	28,302	30.1%	$ 611,201,219	8.2%	$ 10,872,984	4.5%
1.8	3,727	4.0%	182,757,498	2.5%	3,261,656	1.4%
1.9	1,718	1.8%	217,247,843	2.9%	4,099,794	1.7%
2.0	1,207	1.3%	344,508,829	4.6%	6,927,332	2.9%
2.1	1,033	1.1%	288,601,122	3.9%	6,067,831	2.5%
2.2	3,927	4.2%	532,296,779	7.2%	11,667,369	4.8%
2.3	949	1.0%	292,679,301	3.9%	6,703,501	2.8%
2.4	900	1.0%	278,189,172	3.7%	6,638,285	2.8%
2.5	843	0.9%	224,581,623	3.0%	5,709,392	2.4%
2.6[2]	25,626	27.2%	584,140,968	7.9%	14,631,583	6.1%
2.6	906	1.0%	239,516,754	3.2%	6,126,742	2.5%
2.7	1,834	1.9%	184,645,069	2.5%	4,911,066	2.0%
2.8	1,021	1.1%	138,445,340	1.9%	3,833,550	1.6%
2.9	701	0.7%	160,835,129	2.2%	4,585,542	1.9%
3.0	626	0.7%	114,661,263	1.5%	3,374,365	1.4%
3.1	653	0.7%	120,402,850	1.6%	3,682,445	1.5%
3.2	615	0.7%	142,507,450	1.9%	4,506,995	1.9%
3.3	621	0.7%	157,204,213	2.2%	5,481,216	2.3%
3.4	560	0.6%	123,447,555	1.7%	4,166,765	1.7%
3.5	579	0.6%	129,952,599	1.7%	4,535,162	1.9%
3.6	499	0.5%	96,963,620	1.3%	3,444,845	1.4%
3.7	480	0.5%	88,208,308	1.2%	3,234,460	1.3%
3.8	504	0.5%	75,083,011	1.0%	2,816,961	1.2%
3.9	451	0.5%	100,695,769	1.4%	3,867,065	1.6%
4.0	500	0.5%	115,861,412	1.6%	4,604,715	1.9%
4.1	387	0.4%	62,444,466	0.8%	2,520,065	1.0%
4.2	399	0.4%	56,264,330	0.8%	2,344,111	1.0%
4.3	435	0.5%	76,032,917	1.0%	3,248,336	1.4%
4.4	360	0.4%	51,236,922	0.7%	2,240,259	0.9%
4.5	345	0.4%	71,148,058	1.0%	3,107,896	1.3%
4.6	353	0.4%	51,760,514	0.7%	2,357,493	1.0%
4.7	330	0.3%	60,564,765	0.8%	2,831,213	1.2%
4.8	331	0.3%	44,798,918	0.6%	2,095,012	0.9%
4.9	318	0.3%	34,996,722	0.5%	1,678,340	0.7%
5.0	323	0.3%	34,646,495	0.5%	1,649,084	0.7%
5.1	272	0.3%	32,724,964	0.4%	1,634,418	0.7%
5.2	251	0.3%	42,165,001	0.6%	2,141,869	0.9%
5.3	237	0.2%	26,685,246	0.4%	1,400,800	0.6%
5.4	238	0.3%	29,896,226	0.4%	1,589,128	0.7%
5.5	262	0.3%	50,870,938	0.7%	2,767,425	1.1%
5.6	239	0.3%	25,930,202	0.3%	1,416,748	0.6%
5.7	229	0.2%	25,418,516	0.3%	1,407,460	0.6%
5.8	226	0.2%	25,002,734	0.3%	1,338,528	0.6%
5.9	199	0.2%	26,312,222	0.4%	1,467,726	0.6%
6.0	9,628	10.2%	1,050,595,285	14.1%	61,162,581	25.5%
Total	94,164	100.0%	7,434,139,137	100.0%	240,150,113	100.0%

Average Rate: Experienced Rated Accounts 3.23 All Accounts 3.18 (preliminary)
[1] Accounts with no benefit charges.
[2] New Accounts
Data includes 85,540 open accounts and 8,624 closed accounts

STATE OF MARYLAND
DEPARTMENT OF EMPLOYMENT AND TRAINING

MARYLAND U.I. TRUST FUND BALANCE



U.I. TAX REVENUE RECEIVED IN MARYLAND

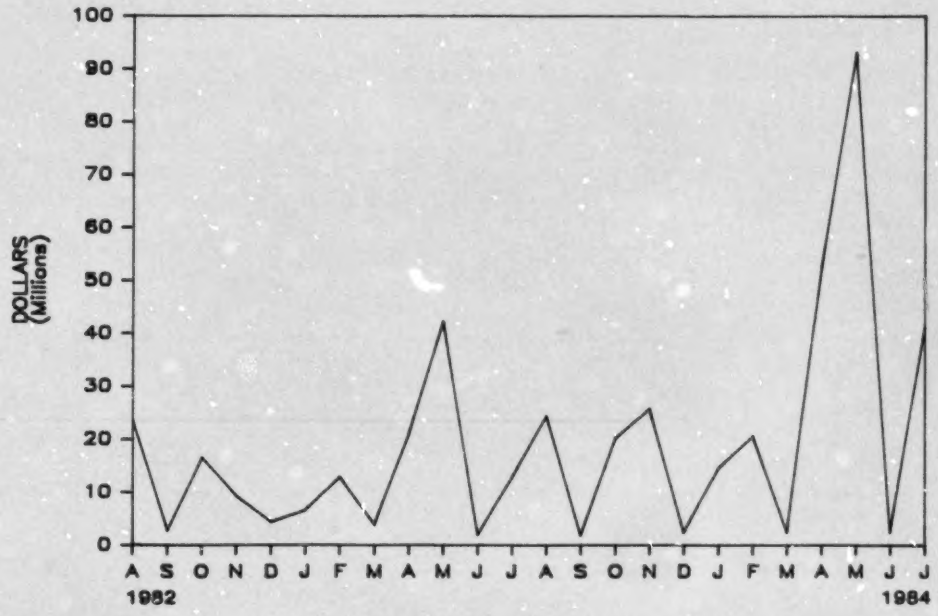


Table 14

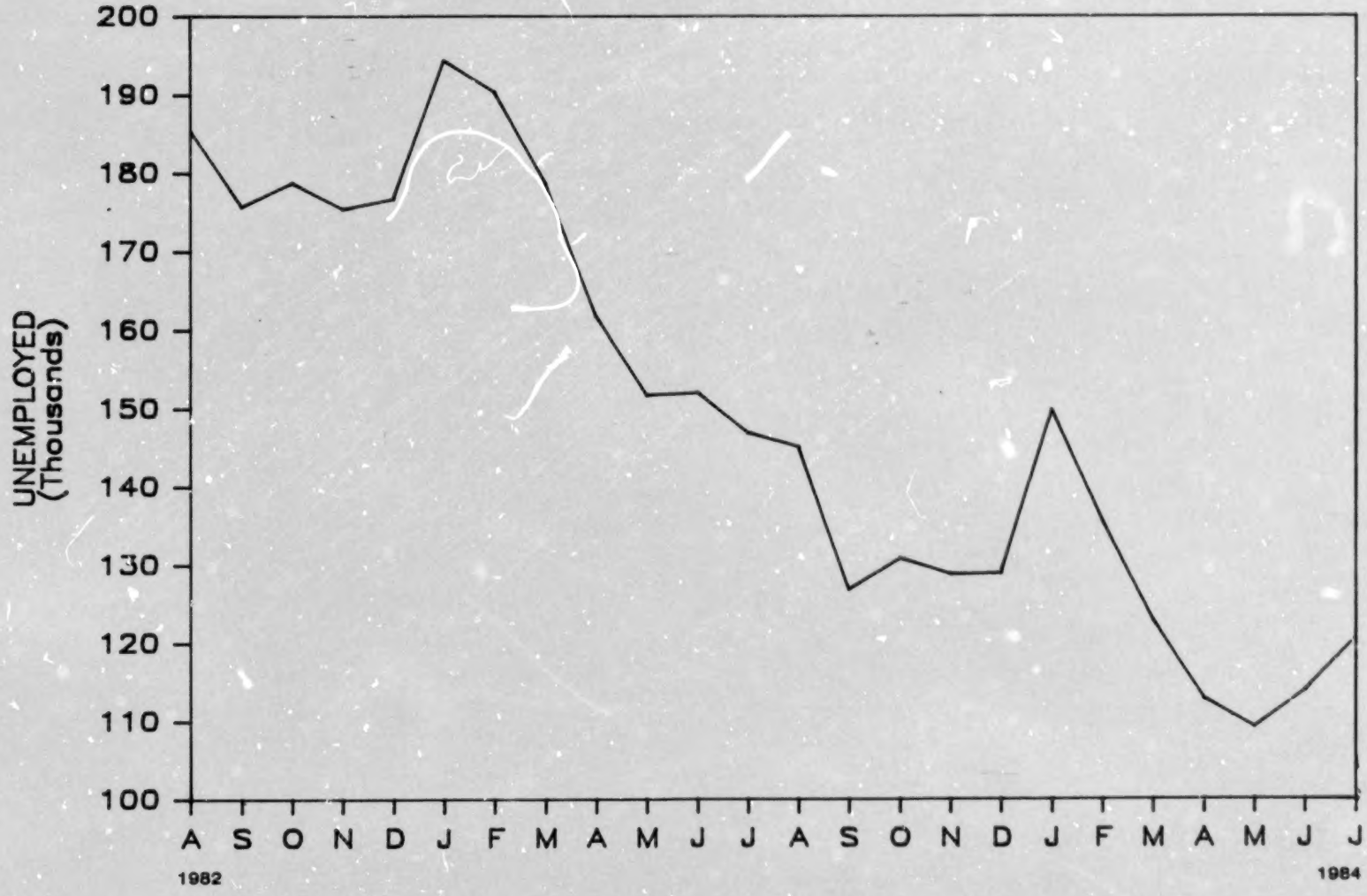
STATES ARRAY BY TAX RATE BASED ON TOTAL WAGES

State Names	Tax Base $7,000 Except as Shown	1984 Average Tax Rate		4-30-84 Loans Outstanding (Millions)
		Taxable	Total	
PUERTO RICO	TOTAL	3.0	3.0	$ 38.0
WISCONSIN	$ 9,500	4.7	2.5	737.5
IDAHO	14,400	3.4	2.3	
PENNSYLVANIA	8,000	5.3	2.3	2,669.0
RHODE ISLAND	10,000	4.1	2.3	78.3
MICHIGAN	8,500	5.5	2.2	1,948.9
VIRGIN ISLANDS	8,000	3.4	2.1	4.6
ARKANSAS	7,500	3.9	2.0	47.0
NORTH DAKOTA	10,400	3.6	2.0	11.9
ALASKA	21,400	2.6	1.9	
OREGON	13,000	3.1	1.9	
UTAH	13,300	3.1	1.9	
WEST VIRGINIA	8,000	4.2	1.9	309.9
WYOMING	9,525	3.9	1.9	3.4
ILLINOIS	8,000	4.5	1.8	2,398.7
WASHINGTON	12,000	3.3	1.8	61.8
IOWA	10,400	3.2	1.7	163.6
KENTUCKY	8,000	3.7	1.7	164.8
MAINE		3.7	1.7	
VERMONT	8,000	3.3	1.7	24.8
LOUISIANA		3.9	1.5	570.3
MONTANA	8,400	3.1	1.5	14.8
NEVADA	10,700	2.8	1.5	
COLORADO	8,000	2.7	1.1	157.2
DELAWARE	8,000	3.6	1.4	38.0
KANSAS	8,000	2.9	1.4	
NEW JERSEY	9,600	3.1	1.4	335.0
OHIO	8,000	4.8	1.4	2,009.0
ALABAMA	3,000	2.5	1.3	
CALIFORNIA		3.3	1.3	
HAWAII	14,600	1.9	1.3	
MINNESOTA	9,800	2.8	1.3	386.2
MISSISSIPPI		2.8	1.3	
TENNESSEE		3.2	1.3	
UNITED STATES	7,000	3.2	1.3	13,327.5
MASSACHUSETTS		3.0	1.2	
NEW YORK		3.2	1.1	
NORTH CAROLINA	8,200	2.1	1.1	
CONNECTICUT	7,100	2.7	1.0	229.1
DIST. OF COLUMBIA	8,000	3.0	1.0	55.4
INDIANA		2.4	1.0	
MISSOURI		2.6	1.0	89.8
NEW MEXICO	9,800	1.9	1.0	
VIRGINIA		2.4	1.0	
MARYLAND		2.9	0.9	
OKLAHOMA		2.1	0.9	
SOUTH CAROLINA		2.1	0.9	
NEBRASKA		1.9	0.8	
SOUTH DAKOTA		1.6	0.8	
GEORGIA		1.7	0.7	
NEW HAMPSHIRE		1.5	0.7	
ARIZONA		1.9	0.6	
FLORIDA		1.5	0.6	
TEXAS		1.6	0.6	780.5

U.S. Department of Labor/ETA/UIS, Office of Legislation and Actuarial Services
Division of Actuarial Services — 05/16/84

STATE OF MARYLAND
DEPARTMENT OF EMPLOYMENT AND TRAINING

ESTIMATED TOTAL UNEMPLOYMENT



DEPARTMENT OF EMPLOYMENT AND TRAINING

Table 15

NUMBER OF UNEMPLOYED PERSONS

1978 — OCTOBER, 1984

ITEM	January	February	March	April	May	June	July	August	September	October	November	December	Annual Average
1984													
Labor Force	2,200,799	2,193,479	2,196,058	2,205,505	2,225,038	2,268,489	2,208,214	2,255,151	2,246,650	2,279,193			
Employment	2,051,759	2,057,431	2,073,241	2,092,751	2,115,895	2,154,742	2,148,409	2,137,492	2,127,365	2,156,356			
Unemployment	149,040	136,048	122,817	112,754	109,143	113,747	119,805	117,659	119,285	122,837			
Rate	6.8	6.2	5.6	5.1	4.9	5.0	5.3	5.2	5.3	5.4			
1983													
Labor Force	2,167,101	2,165,787	2,195,896	2,210,575	2,227,245	2,242,161	2,239,965	2,222,696	2,205,412	2,216,111	2,221,081	2,217,770	2,211,000
Employment	1,972,483	1,975,048	2,016,729	2,048,259	2,075,016	2,089,572	2,092,666	2,077,355	2,078,141	2,086,395	2,094,083	2,090,253	2,058,000
Unemployment	194,618	190,739	179,167	162,316	152,229	152,589	147,299	145,541	127,271	129,716	126,998	127,517	153,000
Rate	9.0	8.8	8.2	7.3	6.8	6.8	6.6	6.5	5.8	5.9	5.7	5.7	6.9
1982													
Labor Force	2,127,545	2,120,024	2,134,607	2,150,577	2,169,440	2,199,312	2,191,190	2,168,208	2,165,480	2,175,567	2,176,696	2,189,356	2,164,000
Employment	1,928,012	1,924,906	1,946,898	1,973,397	1,995,413	2,014,226	2,006,223	1,982,866	1,989,764	1,996,764	2,001,115	2,012,417	1,981,000
Unemployment	199,533	195,118	187,709	177,180	174,027	185,086	184,967	185,342	175,716	178,803	175,581	176,939	183,000
Rate	9.4	9.2	8.8	8.2	8.0	8.4	8.4	8.5	8.1	8.2	8.1	8.1	8.5
1981													
Labor Force	2,136,241	2,139,050	2,142,471	2,156,508	2,167,704	2,197,610	2,196,263	2,168,447	2,165,608	2,148,105	2,157,401	2,168,592	2,162,000
Employment	1,967,562	1,970,894	1,987,926	2,011,056	2,025,197	2,041,564	2,038,598	2,312,811	2,014,639	1,996,173	1,995,094	1,998,486	2,005,000
Unemployment	168,679	168,156	154,545	145,452	142,507	156,046	157,665	155,636	150,969	151,932	162,307	170,106	157,000
Rate	7.9	7.9	7.2	6.7	6.6	7.1	7.2	7.2	7.0	7.1	7.5	7.8	7.3
1980													
Labor Force	2,105,167	2,109,296	2,124,216	2,141,953	2,165,882	2,183,360	2,202,960	2,175,975	2,142,174	2,157,747	2,163,460	2,175,810	2,154,000
Employment	1,963,177	1,968,546	1,986,906	2,011,422	2,033,850	2,030,422	2,050,782	2,032,277	2,006,243	2,021,695	2,026,617	2,036,063	2,014,000
Unemployment	141,990	140,750	137,310	130,531	132,032	152,938	152,178	143,698	135,931	136,052	136,843	139,747	140,000
Rate	6.7	6.7	6.5	6.1	6.1	7.0	6.9	6.6	6.3	6.3	6.3	6.4	6.5
1979													
Labor Force	2,048,971	2,057,768	2,070,247	2,092,741	2,116,179	2,174,583	2,156,178	2,132,461	2,130,175	2,116,955	2,135,422	2,160,319	2,116,000
Employment	1,916,458	1,914,614	1,948,998	1,978,661	2,006,136	2,046,348	2,028,100	2,004,828	2,014,316	1,999,702	2,012,691	2,021,347	1,991,000
Unemployment	132,513	143,154	121,249	114,080	110,043	128,235	128,076	127,633	115,859	117,253	122,731	138,972	125,000
Rate	6.5	7.0	5.9	5.5	5.2	5.9	5.9	6.0	5.4	5.5	5.7	6.4	5.9
1978													
Labor Force	1,980,224	1,988,349	1,996,717	2,034,907	2,058,820	2,108,331	2,103,428	2,083,280	2,063,793	2,073,942	2,088,407	2,119,802	2,055,000
Employment	1,836,446	1,840,062	1,875,075	1,927,671	1,954,469	1,984,769	1,983,158	1,976,717	1,966,026	1,970,956	1,976,322	1,988,329	1,940,000
Unemployment	123,778	128,287	121,642	107,236	104,351	123,562	120,270	106,563	97,767	102,986	112,085	131,473	115,000
Rate	6.3	6.5	6.1	5.3	5.1	5.9	5.7	5.1	4.7	5.0	5.4	6.2	5.6

[1] Preliminary

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

Table 16

CIVILIAN LABOR FORCE, EMPLOYMENT, AND UNEMPLOYMENT BY PLACE OF RESIDENCE

OCTOBER 1984

AREA	CIVILIAN LABOR FORCE		EMPLOYMENT		UNEMPLOYMENT		UNEMPLOYMENT RATE		
	October	Sept.**	October	Sept.**	October	Sept.**	October	Sept.**	Oct., 1983
MARYLAND	2,279,193	2,246,650	2,156,356	2,127,365	122,837	119,285	5.4	5.3	5.9
BALTIMORE METROPOLITAN AREA	1,107,372	1,091,082	1,036,662	1,021,200	70,710	69,882	6.4	6.4	6.8
BALTIMORE CITY	406,584	400,038	375,166	369,570	31,418	30,468	7.7	7.6	8.0
ANNE ARUNDEL	185,877	182,867	176,801	174,164	9,076	8,703	4.9	4.8	5.9
BALTIMORE	333,860	329,763	312,624	307,961	21,236	21,802	6.4	6.6	6.7
CARROLL	48,045	47,247	45,947	45,262	2,098	1,985	4.4	4.2	5.7
HARFORD	74,273	73,263	69,585	68,547	4,688	4,716	6.3	6.4	6.4
HOWARD	58,733	57,904	56,540	55,696	2,193	2,208	3.7	3.8	3.8
D. C. AREA	841,808	828,625	813,610	801,250	28,198	27,375	3.3	3.3	3.6
CHARLES	46,313	45,605	44,948	44,265	1,365	1,340	2.9	2.9	3.2
MONTGOMERY	369,117	363,066	357,759	352,324	11,358	10,742	3.1	3.0	3.0
PRINCE GEORGE'S	426,378	419,954	410,903	404,661	15,475	15,293	3.6	3.6	4.1
WESTERN MARYLAND	149,697	146,526	137,723	135,482	11,974	11,044	8.0	7.5	9.3
ALLEGANY	35,341	33,374	32,132	30,379	3,209	2,995	9.1	9.0	10.9
FREDERICK	48,442	47,449	45,947	45,307	2,495	2,142	5.2	4.5	6.2
GARRETT	12,046	12,067	10,619	10,832	1,427	1,235	11.8	10.2	12.2
WASHINGTON	53,868	53,636	49,025	48,964	4,843	4,672	9.0	8.7	10.3
SOUTHERN MARYLAND	31,674	30,771	29,648	28,936	2,026	1,835	6.4	6.0	7.8
CALVERT	12,012	11,748	11,099	10,902	913	846	7.6	7.2	10.2
ST. MARY'S	19,662	19,023	18,549	18,034	1,113	989	5.7	5.2	6.4
EASTERN SHORE	148,642	149,649	138,713	140,499	9,929	9,150	6.7	6.1	7.2
CAROLINE	8,540	8,382	7,924	7,738	616	644	7.2	7.7	7.2
CECIL	31,397	31,164	29,472	29,131	1,925	2,033	6.1	6.5	6.9
DORCHESTER	15,606	15,516	14,529	14,538	1,077	978	6.9	6.3	7.9
KENT	8,164	7,934	7,740	7,553	424	381	5.2	4.8	5.5
QUEEN ANNE'S	10,601	10,583	10,004	9,890	597	693	5.6	6.5	6.6
SOMERSET	7,657	8,145	6,692	7,189	965	956	12.6	11.7	13.6
TALBOT	17,419	17,420	16,846	16,837	573	583	3.3	3.3	3.6
WICOMICO	33,109	30,628	30,809	28,793	2,300	1,835	6.9	6.0	7.2
WORCESTER	16,149	19,877	14,697	18,830	1,452	1,047	9.0	5.3	9.7
UNITED STATES[2]	114,250,000	113,843,000	106,262,000	105,792,000	7,989,000	8,051,000	7.0	7.1	8.4

[1] All data are not seasonally adjusted. **Estimates for the state are revised.

[2] Source: U. S. Department of Labor, Bureau of Labor Statistics

NOTE: Figures may not add due to rounding. These are estimates relating to the week of the 12th of each month. The count is of persons not jobs.

UNEMPLOYMENT INSURANCE ADMINISTRATION
SPECIALIZED PROGRAM DESCRIPTIONS

COST MODEL

The Cost Model Unit determines the time required to complete various functions associated with unemployment insurance payment, taxation and appeals. These studies form the basis for the compilation of formulae used in determining the piece rate funding mechanism of the unemployment insurance system. The unit also validates reports on total workload. The reports are a workload "bill" sent to the Federal government for services rendered.

FRAUD HOT LINE

This is a toll free telephone number (1-800-492-6804) that provides the public a no-cost, confidential and direct means to help control unemployment insurance fraud. While there are many actions which can constitute fraud, the following examples are the most common:

Claimant Fraud:

- failure to actively seek work when required to do so;
- collecting benefits while working full time;
- working part-time or odd jobs and not reporting the income; or
- receiving "under the table" pay while collecting benefits.

Employer Fraud:

- failure to report wages;
- paying wages "under the table"; or
- listing non-employees on payroll records.

INTERNAL AUDIT

The Internal Audit Unit is responsible for two broad functions: internal security and quality control. Both functions are directed to the maintenance of program integrity. Internal Security acts to prevent and investigate fraud by individuals both within and outside the Unemployment Insurance Administration. The Quality Control program provides a valuable management tool in examining a random selection of unemployment insurance claims and systematically identifying irregularities or errors discovered.

APPENDICES

SUMMARY OF UNEMPLOYMENT INSURANCE LEGISLATION APPROVED BY THE 1984 SESSION OF THE GENERAL ASSEMBLY

Maryland Annotated Code Article 95A

Section 3(b)(1)

Increases the maximum weekly benefit amount to $175.00 for all new claims filed on or after July 1, 1984.

Section 3(c)(4)(ii)

Provides that the adjustment on any employer's basic rate may not exceed an increase of 1.7%. However, if the balance in the Trust Fund is less than $100,000,000 on any day, the adjustment to any employer's basic rate will increase to 2.2% the subsequent calendar quarter and will remain at this level until the end of fiscal year 1986.

Section 3(b)(3)

Increases the non-deductible amount of wages from $25.00 to $35.00 for the purpose of computing partial unemployment insurance benefits. The $35.00 deductible is applicable to weeks of partial unemployment that began on or after July 1, 1984.

Section 4(c)

Exempts U.I. claimants from meeting the work search requirements if they are summoned before any court of the United States or to appear for jury duty.

Section 21(j)

Exempts EB and FSC claimants from meeting the more stringent work search requirements if they are summoned before any court of the United States or to appear for jury duty, or if they are hospitalized for treatment of an emergency or life-threatening condition.

Section 4(f)

Extends the between term denial provision to individuals who work for nonprofit organizations or governmental entities on behalf of educational institutions. This means that crossing guards employed by a Police Department or nurses' aides employed by Health Departments who perform services for educational institutions are not entitled to benefits between terms.

Provides for the denial of benefits between terms to employees of educational service agencies who work for educational institutions.

Section 6(b)

Provides that suspension as a disciplinary measure, as well as a discharge, may be used as grounds for a disqualification under "gross misconduct".

Section 8(c)(2)(i)

Provides that work sharing unemployment insurance benefits be chargeable to the participating employer.

Section 8(c)(4)(i)

Provides that employer benefit ratios will be determined using reported taxable wages regardless of whether contributions have been paid.

Section 8(c)

Increases the standard employer tax rate and maximum basic employer tax rate from 5.0% to 5.4%.

Section 8(c)(6)

Clarifies current agency policy regarding predecessor and successor employers.

Section 8(c)(8)

Provides that if benefits are paid to an individual who is not entitled as a result of an employer's incorrect reporting of wages or information, those benefits will be charged to the experience rating of the employer who reported the incorrect information. An employer may request a waiver of the charges.

Section 8(c)(10)

Provides for the non-charging of U.I. benefits to an employer's account if the claimant leaves the service of the employer voluntarily with good cause to accept better employment.

Section 8(c)(12)

Provides that the experience rating account of an employer may not be charged for benefits paid to a claimant who has been continuously employed by that employer on a part-time basis if the employment continues while the individual is separated from other employment and is otherwise eligible for benefits.

Section 10(d)

Provides for a ten year extension to the Reed Act to make available funds in the State Unemployment Insurance Trust Fund for the payment of benefits and expenses. Expenditure of funds, however, can be authorized only through separate budget appropriation action.

Section 20(g)(8)

Provides that service performed by an intern, resident or physician in postgraduate education in the employ of a hospital does not constitute covered employment.

Section 20(g)(8)

Provides that service performed in an amateur athletic contest by a referee, umpire, linesman or other official on a per game fee basis for an association of referees, umpires, linesmen or other officials, does not constitute covered employment.

Section 24

Creates a new Section 24 for the purpose of establishing a Work Sharing Unemployment Insurance Program. The legislation became effective July 1, 1984, but implementation is not required until January 1, 1985.

POVERTY INCOME GUIDELINES FOR ALL STATES EXCEPT ALASKA AND HAWAII

Size of Family Unit	Poverty Guidelines
1	$ 4,980
2	6,720
3	8,460
4	10,200
5	11,940
6	13,680
7	15,420
8	17,160

For family units with more than 8 members, add $1,740 for each additional member

70% Lower Living Standard Income Level Maryland Counties/SDAs

	FAMILY SIZE						FOR EACH MEMBER OVER 6 ADD
AREA	1	2	3	4	5	6	
Baltimore County SDA	4,980	6,940	9,520	11,750	13,870	16,220	2,350
Baltimore Metropolitan SDA	4,980	6,940	9,520	11,750	13,870	16,220	2,350
Frederick County SDA	4,980	7,610	10,450	12,890	15,210	17,790	2,580
Lower Shore SDA	4,980	6,720	8,650	10,670	12,600	14,730	2,130
Montgomery County SDA	4,980	7,610	10,450	12,890	15,210	17,790	2,580
Prince George's County SDA	4,980	7,610	10,450	12,890	15,210	17,790	2,580
Southern Maryland SDA							
Calvert County	4,980	7,610	10,450	12,890	15,210	17,790	2,580
Charles County	4,980	7,610	10,450	12,890	15,210	17,790	2,580
St. Mary's County	4,980	6,720	8,650	10,670	12,600	14,730	2,130
Susquehanna Region							
Cecil County	4,980	6,720	8,650	10,670	12,600	14,730	2,130
Harford County	4,980	6,940	9,520	11,750	13,870	16,220	2,350
Upper Shore SDA	4,980	6,720	8,650	10,670	12,600	14,730	2,130
Queen Anne's County	4,980	6,940	9,520	11,750	13,870	16,220	2,350
Western Maryland SDA	4,980	6,720	8,650	10,670	12,600	14,730	2,130

January, 1985

DEPARTMENT OF EMPLOYMENT AND TRAINING

OBLIGATIONAL AUTHORITY COMPARISON FOR FFY 81-85
ADMINISTRATION

PROGRAM	CHANGE FROM FY-81 TO FY-82				CHANGE FROM FY-82 TO FY-83			CHANGE FROM FY-83 TO FY-84			CHANGE FROM FY-84 TO FY-85		
	FY-81	FY-82	DOLLARS	PERCENT	FY-83	DOLLARS	PERCENT	FY-84	DOLLARS	PERCENT	FY-85	DOLLARS	PERCENT
JOB CORPS ADMINISTRATION	$ 75,608	$ 101,886	$ 26,278	34.76%	$ 68,598	($ 33,288)	-32.67%	$ 52,971	($ 15,627)	-22.78%	$ 0	($ 52,971)	-100.00%
ALLOWANCE FOR TRAINING GENERAL FUNDS											$ 2,000,000	$ 2,000,000	
STATE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE - SOICC								$ 74,591	$ 74,591	0.00%	$ 72,000	($ 2,591)	-3.47%
COMPREHENSIVE EMPLOYMENT TRAINING ACT - LMI	$ 193,825	$ 214,500	$ 20,675	10.67%	$ 153,617	($ 60,883)	-28.38%	$ 0	($ 153,617)	-100.00%	$ 0	$ 0	
TRADE ACT	$ 185,609	50,530	($ 115,079)	-69.49%	$ 1,187,625	$ 1,117,095	2210.78%	$ 1,150,000	($ 17,625)	-1.51%	$ 500,000	($ 650,000)	-56.52%
TARGETED JOB TAX CREDIT	$ 105,227	$ 370,636	$ 265,409	252.23%	$ 411,511	$ 40,875	11.03%	$ 639,033	$ 227,522	55.29%	$ 515,230	($ 123,803)	-19.37%
DISABLED VETERANS OUTREACH PROGRAM	$ 220,600	$ 511,131	$ 290,531	131.70%	$ 1,053,094	$ 541,963	106.03%	$ 998,262	($ 54,832)	-5.21%	$ 1,037,708	$ 39,446	3.95%
LOCAL VETERANS EMPLOYMENT REPRESENTATIVE	$ 330,877	$ 269,499	($ 61,378)	-18.55%	$ 315,064	$ 45,565	16.91%	$ 625,468	$ 310,404	98.52%	$ 782,985	$ 157,517	25.18%
JOB SERVICE - GRANTS	$ 8,048,362	$ 7,[illegible]912	($ 652,450)	-8.11%	$ 7,166,926	($ 228,986)	-3.10%	$ 11,191,067	$ 4,024,141	56.15%	$ 12,[illegible]1,741	$ 1,220,674	10.91%
JOB SERVICE - ALIEN & HOUSING								$ 207,575	$ 207,575	N/A	$ 155,900	($ 51,675)	-24.89%
BUREAU OF LABOR STATISTICS					$ 0	$ 0	0.00%	$ 384,599	$ 384,599	N/A	$ 405,100	$ 20,501	5.33%
OTHER FEDERAL RESEARCH GRANTS STATE LMI & 202	$ 0	$ 0	$ 0					$ 244,604	$ 244,604	N/A	$245,000	$ 396	.18%
UNEMPLOYMENT INSURANCE PROGRAM GRANTS	$ 16,158,718	$ 16,595,767	$ 437,049	2.70%	$ 20,381,883	$ 3,786,116	22.81%	$ 21,634,399	$ 1,252,516	6.15%	$ 18,619,613	($ 3,014,786)	-13.94%
CONTINGENT FUNDING	$ 2,278,111	$ 3,978,167	$ 1,700,056	74.63%	$ 3,035,150	($ 943,017)	-23.70%	$ 693,382	($ 2,341,768)	-77.15%	$ 1,494,427	$ 801,045	115.53%
FOOD STAMPS	$ 245,102	$ 244,627	($ 475)	-0.19%	$ 296,406	$ 51,799	21.17%	$ 174,745	($ 121,661)	-41.05%	$ 268,352	$ 93,607	53.57%
COMPREHENSIVE EMPLOYMENT TRAINING ACT (CETA) — OTHER PRIME SPONSOR	$ 521,243	$ 574,133	$ 52,890	10.15%	$ 664,715	$ 90,582	15.78%	$ 0	($ 664,715)	-100.00%	$ 0	$ 0	
COMPREHENSIVE EMPLOYMENT TRAINING ACT — STATEWIDE TRAINING AND EMPLOYMENT	$ 23,037,552	$ 9,422,005	($ 13,615,547)	-59.10%	$ 7,205,558	($ 2,216,447)	-23.52%	$ 0	($ 7,205,558)	-100.00%	$ 0	$ 0	
WORK INCENTIVE PROGRAM	$ 5,353,048	$ 3,940	($ 1,412,819)	-26.39%	$ 6,050,011	$ 2,109,782	53.54%	$ 5,396,131	($ 653,880)	-10.81%	$ 4,343,753	($ 1,052,378)	-19.50%
JOB TRAINING PARTNERSHIP ACT	$ 0	$ 0	$ 0		$ 0	$ 0	0.00%	$ 48,428,456	$ 48,428,456	N/A	$ 48,322,303	($ 106,153)	-.22%
APPRENTICESHIP AND TRAINING	$ 0	$ 0	$ 0		$ 0	$ 0	0.00%	$ 141,396	$ 141,396	N/A	$ 946,472	$ 805,076	569.38%
CHILD SUPPORT	$ 0	$ 0	$ 0		$ 121,805	$ 121,805	0.00%	$ 118,352	($ 3,453)	-2.83%	$ 118,352	$ 0	0.00%
TOTAL DET FUND SOURCES	$100,402,904	$ 30,604,182	($ 69,798,742)		$ 48,091,963	$ 4,422,941		$ 92,155,031	$ 44,063,068		$ 92,238,936	$ 83,905	

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